

CONTRACTING WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION (DOT)

July 2004

This pamphlet has been prepared to assist businesses seeking to do, or in the process of doing business with DOT. It intends to inform you who the U.S. DOT is, where the U.S. DOT purchasing activities are located, and what the U.S. DOT purchases. Perhaps more importantly, we at the U.S. DOT are committed to assisting you in marketing your products or services to the U.S. DOT. We welcome your inquiries concerning our contracting program.

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INTRODUCTION

Departmental Overview

The United States Department of Transportation (DOT) was formed in April 1967 and consists of the Office of the Secretary as well as the following Operating Administrations primarily representing the various transportation modes:

- Bureau of Transportation Statistics (BTS)
- Federal Aviation Administration (FAA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- Maritime Administration (MARAD)
- National Highway Traffic Safety Administration (NHTSA)
- Research and Special Programs Administration (RSPA)
- Saint Lawrence Seaway Development Corporation (SLSDC)
- Surface Transportation Board (STB)

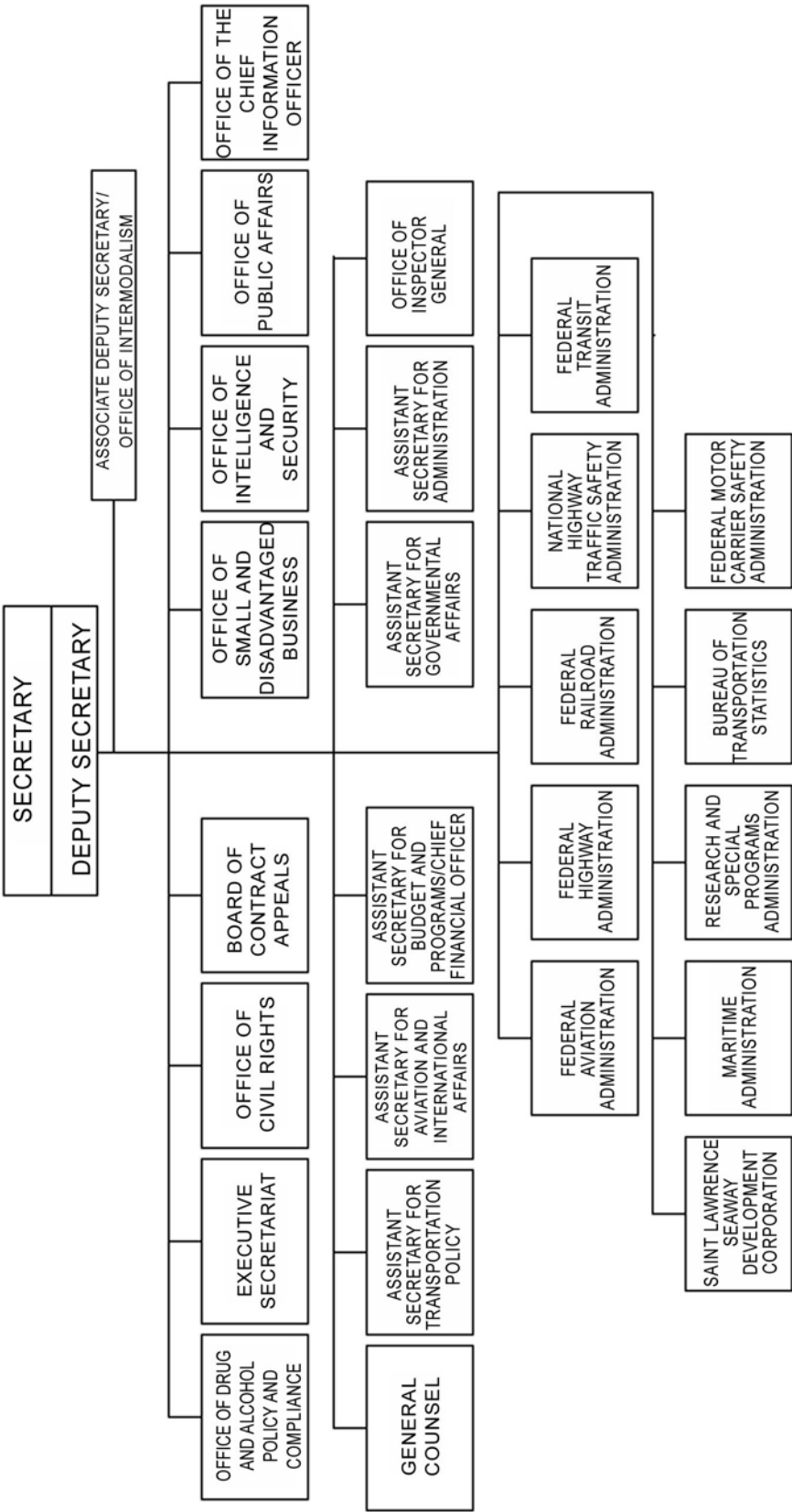
The Department serves as the focal point in the Federal Government for a coordinated national transportation policy. It is responsible for transportation safety improvements and enforcement, international transportation agreements, and the continuity of transportation services in the public interest. The Department also prepares and proposes all legislation relating to transportation, coordinates transportation issues with other concerned agencies, and provides technical assistance to the states and cities in support of transportation programs and objectives.

Through the various Operating Administrations, which comprise the Department, equipment and services are acquired to fulfill mission objectives and funds are disbursed to the states and municipal authorities for transportation purposes.

The Department has almost 60,000 employees, located throughout the world. These include specialists in many areas such as air traffic control; highway engineering; rail safety; hazardous materials; automobile, boat, and truck safety, and program administration.



U.S. DEPARTMENT OF TRANSPORTATION



OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

Introduction

The Department established the Office of Small and Disadvantaged Business Utilization (OSDBU) in accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1958. Also, in accordance with 49 U.S.C., DOT has established within the OSDBU, the Minority Business Resource Center to design and implement programs to encourage, promote, and assist small disadvantaged businesses in obtaining transportation-related contracts and subcontracts.

DOT's Small and Disadvantaged Business Program is designed to ensure that small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone, disadvantaged, and women-owned businesses) have an equitable opportunity to participate in DOT's procurement programs, and that they receive a fair share of the resulting contract awards. The status of a business entity as "small" is determined by criteria established for each industry by the Small Business Administration (SBA) size standards as published in the regulations of the SBA (Title 13, CFR Part 121).

In keeping with national policy, DOT works closely with the Department of Commerce, Minority Business Development Agency on minority business matters and with the SBA in assisting small firms owned and controlled by socially and economically disadvantaged individuals. DOT also has a Memorandum of Understanding with the SBA pledging to work together to increase the participation of women-owned small businesses (WOSB) in prime and subcontracting opportunities at DOT.

DOT also works with recipients of DOT funds (primarily state and local transportation agencies) to ensure that disadvantaged business enterprises certified pursuant to 49 CFR 26 have an equitable opportunity to participate in DOT funded contracts and subcontracts. DOT and the Small Business Administration (SBA) have a Memorandum of Understanding (MOU) on "Reciprocal Procedures for Expediting the Certification Requirements of SBA regulations (13 C.F.R. part 124) and DOT regulations (49 C.F.R. parts 23 and 26)." You can see this MOU on the OSDBU web site at <http://osdbuweb.dot.gov/business/legislation/memofunder.html>

The economically or socially disadvantaged businesses DOT works closely with to access government procurements include African Americans; Hispanic Americans; Native Americans, (American Indians, Eskimos, Aleuts, or Native Hawaiians); Asian Pacific Americans (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands, Northern Mariana Islands, Laos, Cambodia, or Taiwan); Asian Indian Americans (persons with origins from India, Pakistan or Bangladesh); and members of other groups designated from time to time by the SBA under 13 CFR 124.105(d).

OSDBU Mission and Lines of Business:

The mission of the DOT's OSDBU is "To promote customer satisfaction through successful partnerships that result in an inclusive and effective small business procurement process." To accomplish its mission, OSDBU has organized its responsibilities, programs, and activities under four lines of business: ADVOCACY, OUTREACH, FINANCIAL SERVICES, and ORGANIZATIONAL EXCELLENCE. The results achieved under all four lines of business support the accomplishment of the DOT strategic goal - to encourage and assist the participation of small, women-owned, and disadvantaged businesses in DOT and DOT-assisted contracts and grants.



In accomplishing this goal, OSDBU is committed to providing the highest level of customer service available to small businesses anywhere in federal government. OSDBU's emphasis on customer service reflects the vision that is defined in the Values Statement of DOT's Strategic Plan where it states that the Department will strive to, "Listen to, learn from, and collaborate with our customers on how best to address their needs."

Advocacy

OSDBU's advocacy role includes a wide range of responsibilities and programs that are directed at ensuring that small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone, disadvantaged, and women-owned businesses) participate in the Department's direct procurement and Federal financial assistance programs. OSDBU is committed to ensuring that all small businesses, including those cited above, have an equitable opportunity to participate in DOT's procurement programs, and that they receive a fair share of the resulting contract awards at the Federal, state, and local levels.

Programs and initiatives under the advocacy line of business include: implementing and monitoring the DOT's goals for small, disadvantaged, woman-owned, veteran-owned, service-disabled veteran-owned, and HUBZone small businesses under the Procurement Preference Goals Program and the SBA 8(a) Program, Small Business Set-aside Program, Subcontracting Program, Small Business Innovation Research (SBIR) Program, Women Business Enterprise Program, HUBZone Empowerment Contracting Program, Veteran's Business Development Program, Research and Research & Development Goaling Program, Annual Minority Business Development Program (MBDA-91), Advanced Procurement Planning (PL 100-656/Section 501), Assist SBA/PCR in analyzing procurements for 8(a) & Small Business Set-asides, Small Business Competitiveness Demonstration Program, Review/Comment/Implement Procurement Policies and Legislation, Assist Firms on Prompt Payment Act Requirements and Rural Area Business Enterprise Development Plan, Counseling Businesses, Mediating and Resolving Sensitive Procurement Related Issues.

Also under the advocacy line of business is the Disadvantaged Business Enterprise (DBE) program. In 1983, Congress enacted the first disadvantaged business enterprise (DBE) statutory provision. This provision required the Department to ensure that at least 10% of the funds authorized for the highway and transit financial assistance programs be expended with DBEs. Primarily three major DOT operating administrations are involved in the DBE program. They are the Federal Highway Administration, the Federal Aviation Administration and the Federal Transit Administration. The DOT DBE program is carried out by state and local transportation agencies under the rules and guidelines in the Code of Federal Regulations Title 49 Part 26. Among other things, the DOT DBE regulations require recipients of DOT Federal financial assistance, namely, state and local transportation agencies, to establish goals for the participation of disadvantaged entrepreneurs and certify the eligibility of DBE firms to participate in their DOT-assisted contracts.

Outreach

One of OSDBU's highest priorities is to provide consistent, sustained energy and direction in its outreach activities. OSDBU undertakes a variety of initiatives designed to provide information on marketing a business to DOT and its grantees and recipients, transportation-related procurement opportunities, Federal regulations, certifications, and much more. Several key initiatives include:

- **National Information Clearinghouse (NIC)**

The Department of Transportation's Office of Small and Disadvantaged Business Utilization (OSDBU) operates a National Information Clearinghouse (NIC). The NIC serves as a central point of contact for the dissemination of program and procurement information, procurement forecasts, forms, data, public laws, orders and other similar information of interest to the OSDBU community.



The NIC's customer service representatives respond to inquiries and questions received through the dedicated toll-free number, (800) 532-1169, by written correspondence, or by email in the Feedback section of the OSDBU web site at <http://osdbuweb.dot.gov>

For specific requests that require the assistance of small business specialists, the NIC customer service representatives will transfer your call to one of the OSDBU business specialists with appropriate expertise. If that specialist is not immediately available, he or she will make every effort to respond to your inquiry within one business day. OSDBU business specialists provide counseling on a variety of issues including how to market DOT for contracting opportunities; how to become certified under the DOT Disadvantaged Business Enterprise (DBE) program; the basic procedures of government contracting; and providing appropriate points of contact at the Federal, state, and local levels. Moreover, business specialists address inquiries on OSDBU programs including the Bonding Assistance Program, Short Term Lending Program, and the Transportation Equity Act Model (TEAM) initiative, dispute resolution, and related topics. OSDBU's business specialists are committed to responding to inquiries with courteous and prompt service within one business day.

While the NIC representatives are available to answer phone inquiries during normal business hours, the OSDBU web site <http://osdbuweb.dot.gov> is available for use 24 hours a day, 7 days a week. The information OSDBU provides on its web site is continually being updated. No time is required to mail materials out and the information is always the most current.

The DOT OSDBU web site is designed to provide information to customers in a user-friendly manner. Included is information on OSDBU's four lines of business, how to market DOT, contract opportunities, regulatory issues including the DOT Disadvantaged Business Enterprise (DBE) program, OSDBU's monthly newsletter called *The Transportation Link*, hyperlinks to related web sites, and news of interest to the OSDBU's customers. A search engine and a site map are provided to help find needed information.

The NIC toll-free number also includes an option for the OSDBU Fax On-Demand service. The Fax On-Demand service conveniently "walks" customers through requesting a directory of all documents that can be ordered through the Fax On-Demand system. This allows customers to order documents that address their specific needs (the Fax On-Demand catalog appears on the following page). Through this service, your requested documents are faxed to the number specified at home or office 24-hours a day. This service is especially popular with businesses that have access to a fax machine, but may not have access to the OSDBU website.

To better serve OSDBU's customers, OSDBU has included a Customer Feedback section on our web site at <http://osdbuweb.dot.gov/about/feedback.html>. Customers can go there to provide feedback on OSDBU services, or they can type in an email comment or inquiry. The NIC's goal is to respond to each of these Feedback emails within 24 hours. Comments are valued.

On the web site, at <http://osdbuweb.dot.gov/about/lists/lists.html>, there is also a News By Email service. On this page, customers can subscribe to receive automatic email announcements on conferences/outreach events, DBE program updates, *The Transportation Link* newsletter postings, and news of general interest to the OSDBU community.



Fax On-Demand Catalog

CODE	DOCUMENT	CODE	DOCUMENT
	General Information		
100	Catalog of Fax On-Demand Documents (1)	114	DOT Disadvantaged Business Enterprise Program (2)
101	DOT Short-Term Lending Program Fact Sheet (5)	115	DOT-SBIR Program (1)
102	DOT Bonding Assistance Program Fact Sheet (4)		Procurement Forecast FY 2003
103	Short-Term Lending Program Application (14)		Can be viewed on our website at: http://osdbuweb.dot.gov You may also call 1-800-532-1169 to request a paper copy of this publication.
104	Bonding Program Application (32)		
105	The Transportation Link Current monthly newsletter (number of pages depends on the issue)		Disadvantaged Business Enterprise (DBE) Program Information
107	US DOT Overview (2)	403	DBE/Paving the Road to Equal Opportunity (2)
108	OSDBU Overview (3)	404	The New DOT DBE Rule is narrowly tailored (2)
109	OSDBU Directors List (4)	405	What's New in the New DOT DBE Rule? (4)
110	US Government SBA Section 8(a) Program (7)	406	Questions pertaining to DBE Programs (5) Answers are available online at: http://osdbuweb.dot.gov/business/dbe/dbeqna.html
111	DOT HQ Small Business Specialists (1)		
112	DOT HQ Simplified Acquisitions Procedure Officials (1)	407	DBE Liaison and Certification Officers (10)
113	Transportation Equity Act Model (TEAM) (1)		
All the information available on DOT OSDBU's Fax On-Demand ordering system is also available in the Marketing Information Package and on the DOT OSDBU website at: http://osdbuweb.dot.gov			

- **OSDBU Transportation Equity Act Model (TEAM) 2004 Contacts**

The Office of Small and Disadvantaged Business Utilization (OSDBU) has partnership agreements with chambers of commerce and trade associations to offer a comprehensive delivery system that targets its services towards small Disadvantaged Business Enterprises (DBEs) to assist them in becoming successful competitors in the 21st century. OSDBU has instituted a new concept for providing services to small businesses by using an individual approach called, Transportation Equity Act Model (TEAM). The TEAM will identify opportunities for contracts with design-build and mega projects funded by DOT and will assist firms in gaining access to other DOT-funded or DOT-assisted contracting opportunities.

The primary objectives of the TEAM are: 1) to seek an increase in the number of small and disadvantaged businesses that enter into transportation-related contracts, 2) to increase the number of firms that receive surety bonds and working capital through DOT's financial assistance programs, 3) to increase the number of businesses participating in hands-on-training that is related to specific disciplines required for obtaining



contracts, and 4) to utilize OSDBU's National Information Clearinghouse (NIC) for providing outreach and contract information.

- **Entrepreneurial Training and Technical Assistance Program (ETTAP)**

The Office of Small and Disadvantaged Business Utilization (OSDBU) has partnership agreements with three (3) Historically Black Colleges and Universities, three (3) Hispanic Serving Institutions and one (1) Tribal Technical College to administer OSDBU's Entrepreneurial Training and Technical Assistance Program (ETTAP). The program combines the efforts of government, minority educational institutions (MEIs), and the private sector to focus on increasing assistance to small and disadvantaged business enterprises (S/DBEs) in their geographic areas.

The ETTAP, combined with other DOT-funded programs, provides a comprehensive network of support for S/DBEs in obtaining information on DOT procurement opportunities through the provision of training and technical assistance, financial assistance, and bonding programs thereby increasing the number of S/DBEs that enter into transportation-related contracts. Also, the program provides students internship/mentorship opportunities with transportation agencies and S/DBEs so students can gain the necessary skills and knowledge that will allow them to become the next generation of leaders and practitioners in the field of transportation.

- **Transportation Marketplace Conferences**

The OSDBU is responsible for conducting a series of Transportation Marketplace conferences as part of its national outreach effort to provide information to small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone, and women-owned businesses). The purpose of the outreach events and conferences is to educate, train, and assist small business owners concerning DOT-funded procurement and DOT-assisted contracting opportunities in a target state. OSDBU provides information to the small business community on how to do business with the Department of Transportation (DOT), its grantees and recipients including information on marketing, procurement opportunities, federal regulations, certifications, electronic commerce, financial assistance, and much more.

With these goals in mind, the outreach events and conferences bring together OSDBU officials, representatives from DOT agencies, prime contractors, city and state officials, administrators, and procurement officers. OSDBU also partners with other Federal government agencies to provide a broad range of opportunities for small business enterprises. In addition, OSDBU includes DOT agencies at the state and local levels to participate in the conferences. Small and disadvantaged business entrepreneurs are able to network with government representatives, meet one-on-one with prime contractors and learn about Federal programs and the contracting process.

Financial Services

OSDBU provides financial services to disadvantaged and woman-owned enterprises through its Short Term Lending Program (STLP) and Bonding Assistance Program (BAP). OSDBU's partners in this important line of business are minority banks and surety bonding agents.

- **Short Term Lending Program (STLP)**

Many disadvantaged and women-owned business enterprises that are qualified to perform transportation-related contracts have experienced difficulty in obtaining short-term working capital. In response, the U.S. DOT Short Term Lending Program (STLP) was developed by the OSDBU to offer minority, women-owned, and disadvantaged business enterprises the opportunity to obtain short-term working capital at



prime interest rates for transportation-related projects. The STLP provides revolving lines of credit to finance accounts receivable arising from transportation-related contracts. The primary collateral consists of the proceeds of the contracts. Borrowing under the lines of credit are to meet the short-term costs of performing the contract(s) being financed.

For more information on the Short Term Lending Program, please visit <http://osdbuweb.dot.gov/business/mp/miphtml28.html#TOC71> or contact OSDPU's Fax On Demand system at (800) 532-1169.

- **Bonding Assistance Program (BAP)**

The Bonding Assistance Program offers certified minority, women-owned, and disadvantaged business enterprises (DBEs) an opportunity to obtain bid, payment, and performance bonds for transportation-related projects. The program provides an 80% guarantee against losses on contracts up to \$1,000,000. Bond approval and issuance are performed by the DOT Capitol Sureties.

Firms may consider utilizing the services of the U.S. Department of Commerce, Minority Business Development Centers (MBDCs), the SBA's Small Business Development Centers (SBDCs), the Service Corps of Retired Executives (SCORE), or State Supportive Services Contractors of state DOTs as possible sources for assistance or guidance in preparing a loan or bond application package. The program will also accept loan and bond packages developed by private resources and organizations.

Both programs have the same basic eligibility requirements. These are: (1) the applicant must hold a current, valid certification as a DBE, MBE, or WBE from an agency applying DOT certification requirements or be 8(a) firms certified by the SBA and, (2) the firm must possess or is seeking a transportation-related contract which supports the application.

For more information on the Bonding Assistance Program, please visit: <http://osdbuweb.dot.gov/business/mp/miphtml29.html#TOC72> or contact OSDPU's Fax On Demand system at (800) 532-1169.

Organizational Excellence

OSDBU focuses on the efficient management of resources to provide the highest level of customer service. The Department's strategic plan emphasizes a ONE DOT management concept, projecting the melding of a unified DOT, capable of acting as an integrated, purposeful leader to optimize transportation efficiency and effectiveness.

OSDBU is committed to using all its organizational resources to accomplish the ultimate purpose of ONE DOT- to build a safer, simpler, and smarter Federal transportation system for the benefit of all Americans. Also, at each of its headquarters and field procurement offices, DOT has one or more small business specialists. All proposed procurements are reviewed for the participation of small businesses (including veteran-owned, service-disabled veteran-owned, HUBZone, and women-owned businesses). When possible, specific procurements are set aside exclusively for small business competition. Small firms are also included on the bidder's list of each competitive solicitation.

All small firms interested in doing business with DOT are encouraged to utilize the assistance and services offered by the Headquarters Small Business Specialists and the Simplified Acquisition Procedure Offices listed further in this document.



You can contact the DOT OSDBU as follows:

Toll-free phone: (800) 532-1169

Write: Department of Transportation
Director, Office of Small and Disadvantaged Business Utilization (S-40)
400 7th Street, S.W.
Room 9414
Washington, D.C. 20590

Fax: (202) 366-7538

Website: <http://osdbuweb.dot.gov>

Fax On-Demand: (800) 532-1169



OSDBU Transportation Equity Act Model (TEAM) Contacts

Mid-Atlantic TEAM

Asian American Business Roundtable (AABR)
Rawlein G. Soberano, Phd., President
Samuel Clark, Project Director
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Toll Free: (866) 215-4365 (pin#4766)
Fax: (301) 601-9430
Email: sclarkaabr89@aol.com

Southeastern TEAM

The Greater Atlanta Economic Alliance
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Chinai Hardy, Project Director
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Atlanta, GA 30303
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Toll Free: (866) 827-9322
Fax: (404) 525-6226
Email: ciara06@comcast.net
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Southern TEAM

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Shirley Walker, Project Director
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Orlando, FL 32803
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Fax: 407-428-5869
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Northern TEAM

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Consuelo Miller, Project Director
1737 East 71st Street
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TEAM MANAGER

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Western TEAM

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Oakland, CA 94612
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Midwestern TEAM

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Fax: (414) 444-0797
Email: midwesternteam@dwscompany.com
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Eastern TEAM

New Cassel Technical Learning Center
Joseph L. Searles, III, Executive Director
Mark J. Green, Project Director
361 West 125th Street - Suite 200
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Entrepreneurial Training and Technical Assistance Program (ETTAP) Contacts

DOT has Partnership Agreements with the following MEIs under the ETTAP:

Minority Educational Institutions Fiscal Year 2004

Sylvanus Ogburia, PhD.

ETTAP Project Director

School of Business
Alabama A&M University
Room 115, P.O. Box 429
Normal, AL 35762
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Barbara McElroy

School of Business

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Miami, FL 33132
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Fax: (305) 237-3802
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For more information on ETTAP, please contact:

Ms. Pat Martin
U.S. Department of Transportation
Office of Small and Disadvantaged Business Utilization
400 7th St., SW, Rm. 9410
Washington, DC 20590
Tel: (202) 366-5337 or
(800) 532-1169 ext. 65337;
email: patricia.martin@ost.dot.gov



KEY SMALL BUSINESS CONTACTS

Headquarters Small Business Specialists

Federal Aviation Administration (FAA)

Ms. Inez Williams
Room 715
800 Independence Ave., S.W.
Washington, D.C. 20591
Telephone: (202) 267-8881
email: inez.williams@faa.dot.gov

Mr. Fred Dendy
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800 Independence Ave., S.W.
Washington, D.C. 20591
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Federal Highway Administration (FHWA)

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400 7th Street, S.W.
Washington, D.C. 20590
Telephone: 202-366-4205
email: frank.waltos@fhwa.dot.gov

Federal Motor Carrier Safety Administration (FMCSA)

Mr. Reginald Wooten
400 7th Street, S.W., Room 8302A
Washington, DC 20590
Telephone: (202)385-2311
e-mail reginald.wooten@fmcsa.dot.gov

Federal Railroad Administration (FRA)

Ms. Illona Williams
Director, Office of Acquisition and Grants Services (RAD-30)
1120 Vermont Ave., Rm.6125
Washington, D.C. 20005
Telephone: (202) 493-6130
email: illona.williams@fra.dot.gov

Federal Transit Administration (FTA)

Ms. Dale Johnson
400 7th Street, S.W., Room 9101
Washington, D.C. 20590
Telephone: (202) 366-2512
email: dale.johnson@fta.dot.gov

Maritime Administration (MARAD)

Ms. Rita Thomas
Room 7310
400 7th Street, S.W.
Washington, D.C. 20590
Telephone: (202) 366-5757
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National Highway Traffic Safety Administration (NHTSA)

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Office of the Secretary (OST)

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Massena, New York 13662
Telephone: (315) 764-3244
email: linda.harding@sls.dot.gov



Simplified Acquisition Procedure Offices

Federal Aviation Administration (FAA)

Please see the FAA Contracting branch offices and Small and Disadvantaged Business Utilization offices (SADBUS) on page 36 of this publication.

Federal Highway Administration (FHWA)

Ms. Sherry Lawson
Team Leader, Contracting Officer
400 7th Street, SW., Room 4410
Washington, DC 20590
(202) 366-0654
Email: sherry.lawson@fhwa.dot.gov

Federal Motor Carrier Safety Administration (FMCSA)

Doreen Starkes
400 7th Street, S.W. Room 8302A
Washington, DC 20590
Telephone: (202) 385-2314
doreen.starkes@fmsa.dot.gov

Federal Railroad Administration (FRA)

Ms. Dana Hicks, RAD-30
Simplified Acquisition Specialist
1120 Vermont Ave., NW., 6th Floor
Washington, DC 20005
Telephone: (202) 493-6131
Fax: (202) 493-6171
Email: dana.hicks@fra.dot.gov

Federal Transit Administration (FTA)

Mr. Darren L. Brown
Procurement Analyst
400 7th Street, SW, Room 9101
Washington, DC 20590
Telephone: (202) 366-8922
Email: darren.brown@fta.dot.gov

Maritime Administration (MARAD)

Ms. Iris Cooper, MAR 380
Deputy Director, Officer of Acquisition
400 7th Street, SW., Room 7310
Washington, DC 20590
Telephone: (202) 366-5757
Email: iris.cooper@marad.dot.gov

National Highway Traffic Safety Administration (NHTSA)

Ms. Henrietta Mosley, NPO-220
Supervisor
400 7th Street, SW., Room 5301
Washington, DC 20590
(202) 366-9570
e-mail: Henrietta.Mosley@nhtsa.dot.gov

Office of the Secretary (OST)

Ms. Phaedra Johnson
Contracting Officer/Simplified Acquisitions
Acquisition Services, SVC-183
400 7th Street, SW., Room 5106
Washington, DC 20590
Telephone: (202) 366-0742
Fax: (202) 366-9848
Email: phaedra.johnson@ost.dot.gov

Research and Special Programs Administration (RSPA)

Mr. Orrin Cook, DTS-852
Branch Chief
Volpe National Transportation Systems Center
Building #4, Room 2-295 A
55 Broadway
Kendall Square
Cambridge, Massachusetts 02142
Telephone: (617) 494-2593
Email: orrin.cook@rspa.dot.gov



Saint Lawrence Seaway Development Corporation (SLDC)

Ms. Monique Burnham
180 Andrews Street
Post Office Box 520
Massena, New York 13662-0520
Telephone: (315) 764-3252
Fax: (315) 764-3268
Email: monique.burnham@sls.dot.gov



GENERAL CONTRACTING INFORMATION

Regulations and Directives Governing DOT Acquisitions

DOT's contracting activities except for the FAA* are governed by the following regulations and procedures:

The Federal Acquisition Regulation (FAR). The FAR is codified as Chapter 1 of Title 48, Code of Federal Regulations. The FAR implements various statutes and regulations and other directives such as OMB Circulars pertaining to Federal acquisitions. The FAR is accessible on the web at <http://www.arnet.gov/far>.

The Transportation Acquisition Regulation (TAR). The TAR is codified as Chapter 12 of Title 48, Code of Federal Regulations. The TAR is written and issued by the Office of the Senior Procurement Executive (SPE), OST. It implements and supplements the FAR and other statutes and directives peculiar to DOT. The TAR is accessible on the web at <http://www.dot.gov/ost/m60/tamtar/tar.htm>.

The Transportation Acquisition Manual (TAM). The TAM also is written by the SPE. It contains policy and procedures internal to DOT which must be utilized by the DOT contracting activities in conjunction with the TAR and FAR. The TAM is not codified but is accessible on the web at <http://www.dot.gov/ost/m60/earl/tam.htm>.

- The objectives of the FAR, TAR and TAM are to:

- Assure the efficient and effective expenditure of Government funds.
- Optimize the opportunity for attainment of program objectives.
- Obtain adequate and effective competition in the acquisition of goods and services.
- Assure impartial, equitable, and thorough evaluation of bids and proposals and other information received.
- Select the best proposal(s).
- Negotiate fair and reasonable contracts giving appropriate consideration to work to be performed, schedule, and cost.
- Achieve effective administration of contracts in accordance with the statements of work and terms and conditions.

Paper copies of the FAR may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402, telephone (202) 512-1800.

Federal Business Opportunities (FedBizOpps) (formerly known as the Electronic Posting System [EPS])

Federal Business Opportunities (FedBizOpps) (formerly known as the Electronic Posting System [EPS]) is a web-based system for posting solicitations and other procurement-related documents to the Internet. FedBizOpps was designated by the Federal Acquisition Regulation as the mandatory "Government wide point of entry (GPE)" effective October 1, 2001, for posting of Government business opportunities greater than \$25,000, including synopses of proposed contract actions, solicitations, and associated information, and

* When the President signed the 1996 Department of Transportation Appropriations Act on November 13, 1995, he enacted Public Law 104-50, Section 348 that directed the FAA to implement a new acquisition management system by April 1, 1996. This system is to provide more timely and cost effective acquisitions. With the enactment of this law, the FAA is exempt from several procurement laws, some of which are the Federal Acquisition Regulation (FAR), Small Business Act, and the Brooks Act.



subcontracting opportunity notices. When transmitting notices to the GPE during the transition period of October 1, 2001, through December 31, 2001, contracting officers were required to direct the GPE to forward the notice to the Commerce Business Daily (CBD). Agencies were no longer required to provide notice in the CBD effective January 1, 2002, since access to this information is provided on the Internet through FedBizOpps at <http://www.fedbizopps.gov>. The CBD posting submission button was eliminated effective January 1, 2002.

FedBizOpps allows contract specialists to post synopses and other procurement documents, such as solicitations, amendments, and award notifications to a common index. This index, accessible on <http://www.eps.gov>, allows vendors to search databases containing information from many Federal agencies. Vendors may also subscribe to FedBizOpps to receive daily email notifications of requirements sorted by selected organizations and product service classifications, or by solicitation number. DOT synopses, solicitations, awards and other documents posted on FedBizOpps are accessible on <http://www.eps.gov/spg/DOT/index.html>.

Commerce Business Daily (CBD)

Please refer to section on FedBizOpps above.

Contracting Opportunities Information

While most DOT contracting opportunities are advertised in FedBizOpps (formerly known as EPS) and CBD prior to solicitation, prospective contractors are encouraged to develop a general awareness of DOT's program and acquisition requirements. The Department publishes its annual Procurement Forecast, which announces anticipated contracting opportunities for that fiscal year. The Procurement Forecast is available via the Internet at the OSDDBU Website <http://osdbuweb.dot.gov/business/procurement/index.html>. FedBizOpps can be accessed at www.fedbizopps.gov.

Print copies can also be obtained by contacting the NIC Customer Service Representative via our toll free number at 1(800) 532-1169.

DOT welcomes inquiries and discussions with appropriate company representatives. Inquiries of a general nature or with DOT-wide implications should be addressed to the Director, Office of Acquisition and Grant Management (M-60) 400 7th Street SW, Washington, D.C. 20590 or via telephone at (202) 366-4263.

Solicitation Mailing List Application

(Reference FAR Subpart 14.2)

While more and more Federal agencies rely on emerging technologies to identify and solicit potential contractors, some may still use solicitation mailing lists. The prescribed form for requesting inclusion in a solicitation mailing list or bidder's list is the Standard Form 129 commonly known as the SF 129. The SF 129 may be used by all Federal agencies and allows prospective contractors to provide general information about the company and the products or services it provides. Note that FAA allows small businesses to register online at <http://www.sbo.faa.gov>.

A separate SF 129 must be used for each procuring activity. The Bidder's List is used for planning purposes and to match procurement opportunities with companies that may be able to provide the specific products or services required. However, it must be emphasized that inclusion in a particular mailing list does not guarantee receipt of a solicitation.



PRO-Net Procurement Marketing and Access Network

Pro-Net is an electronic gateway of procurement information -- for and about small businesses -- provided by the Small Business Administration (SBA). It is a search engine for contracting officers, a marketing tool for small firms and a "link" to procurement opportunities and important information. It is designed to be a "virtual" one-stop-procurement marketing and small business access network.

A Search Engine

Pro-Net is an Internet-based database of information on more than 195,000 small, disadvantaged, 8(a), HUBZone, service-disabled, and women-owned businesses. It is free to Federal and state government agencies as well as prime and other contractors seeking small business contractors, subcontractors and/or partnership opportunities. Pro-Net is open to all small firms seeking Federal, state, and private contracts.

Businesses profiled on the Pro-Net system can be searched by the North American Industry Classification System (NAICS); Standard Industrial Classification (SIC) codes, key words, location, quality certifications, business type, ownership race and gender, Electronic Data Interchange (EDI) capability, etc.

A Marketing Tool

Business profiles in the Pro-Net system include data from SBA's files and other available databases, plus additional business and marketing information on individual firms. Businesses in the system are responsible for updating their profiles and keeping information current.

Profiles are structured like executive business summaries, with specific data search fields that are user-friendly and designed to meet the needs of contracting officers and other potential users.

It is extremely important that businesses update their information in ProNet on a routine basis. When contracting officers or other users conduct routine searches in ProNet, only firms that have updated their data within the last 18 months show up unless the person conducting the search specifies otherwise. Increasingly, the electronic information (email and web addresses) is a primary means of contact. Companies with "home-pages" can link their web site to their Pro-Net profile. In addition, current past performance information plays an important role in marketing your business.

A Link to Procurement Opportunities

As an electronic gateway, Pro-Net provides access and is linked to FedBizOpps (formerly known as the Electronic Posting System [EPS]), agency home pages and other sources of procurement opportunities.

The system is also linked to key sources of information, assistance, and training.

The Pro-Net project is a cooperative effort among SBA's offices of Government Contracting, Minority Enterprise Development, Advocacy, Women's Business Ownership, Field Operations, Marketing & Customer Service, the Chief Information Officer, and the National Women's Business Council. Pro-Net can be accessed at: <http://pro-net.sba.gov/>.

Effective October 31, 2002, the SBA PRO-Net database was integrated with the Central Contractor Registration (CCR) System. You can access information on this merger at <http://pro-net.sba.gov/ccrnotification.htm>.



SBA/PRO-Net has tried to “match” as many PRO-Net records with CCR records as possible to make integration of the two systems as simple as possible. To do this, they used common data elements such as DUNS Numbers.

But, you should check PRO-Net to see if your firm’s record is present and correct. Keep in mind that there are several possible circumstances.

- **Firms that were registered in PRO-Net, but were not registered in CCR** If your firm was registered in PRO-Net, but not registered in CCR, you must register it in CCR to be reflected in PRO-Net after December 17, 2002. Please go to the CCR web page (www.ccr.gov), and enter information, as requested. At the end of this process, you will be automatically directed to the PRO-Net web page. Please enter requested information. This will complete the registration process. To start the CCR registration process, proceed to the PRO-Net web page and select REGISTER.
- **Firms that were registered in PRO-Net and CCR** As noted earlier, if your firm was registered in PRO-Net and CCR, we attempted to match its records.
 - If we were successful in matching your firm’s records in CCR and PRO-Net, you need not take any action.
 - If we were not able to match your firm’s CCR record with its PRO-Net record, you will receive an email with a new PRO-Net ID and Password. Please go to the PRO-Net web page, select “Update Profiles,” and enter requested information on the PRO-Net web page.
- **Firms that were registered in CCR, but were not registered in PRO-Net** If your firm was registered in CCR, but not registered in PRO-Net, you must enter supplementary information into the PRO-Net web page. You will receive an email with a PRO-Net ID and Password. Please go to the PRO-Net web page, select “Update Profiles,” and enter requested information on the PRO-Net web page.

Effective December 17, 2002, you will update your firm’s PRO-Net Profile by entering information in the CCR and PRO-Net web pages. Please note that in the future, you must update your PRO-Net Profile on the same schedule that you update your CCR record - annually.

Your firm needs a DUNS number in order to register in the CCR. If your firm does not have a DUNS number, then contact Dun & Bradstreet, Inc. at (800) 333-0505 to obtain the free nine-digit identification number.

If you have any questions in this regard, please contact SBA by email at pro-net@sba.gov or visit the SBA web site at <http://pro-net.sba.gov>.

Central Contractor Registration (CCR) System

DOT has partnered with the Joint Electronic Commerce Program Office (JECPO) of the U.S. Department of Defense (DOD) to use the Central Contractor Registration (CCR) system to obtain financial electronic funds transfer (EFT) information. EFT information is inputted and maintained by contractors using DOD’s web-based CCR program located at <http://www.ccr.gov>.

Effective January 1, 2001, all DOT contracts contain (FAR) 48 CFR 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration in lieu of (FAR) 48 CFR 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration and 52.232-35, Designation of Office for Government Receipt of Electronic Funds Transfer Information. This means contractors receiving payments under DOT contracts, purchase orders, delivery orders, or other contractual vehicles must be registered in the CCR. The EFT information in the CCR must be accurate in order for contractors’ invoices or contract financing requests to be considered proper invoices for the purpose of prompt payment under DOT contracts.



There are two ways to register in CCR:

1. Via the CCR web site www.ccr.gov/index.cfm.
2. By submitting a hardcopy registration via mail or fax:

Department of Defense
Central Contractor Registration
74 Washington Ave., N. Suite 7
Battle Creek, MI 49017-3084
Fax: (616) 961-7243

Current and prospective contractors are encouraged to register in the CCR. By registering, the paperwork burden imposed by (FAR) 48 CFR 52.232-34 and (FAR) 48 CFR 52.232-35 will no longer exist. In lieu thereof, contractors will update their EFT information electronically through the CCR.

Effective October 31, 2002, the SBA PRO-Net database was integrated with the Central Contractor Registration (CCR) System.

See PRO-Net section above for recommendations on how to assure successful integration of your data within the PRO-Net and CCR databases.

Competition Advocates

(Reference FAR Subpart 6.5)

The Secretary has appointed a Senior Competition Advocate to promote the acquisition of commercial items; promote full and open competition; and challenge requirements that are not stated in terms of functions to be performed, performance required, or essential physical characteristics. This Advocate role is also to challenge barriers to the acquisition of commercial items, and full and open competition, such as unnecessarily restrictive statements of work, unnecessarily detailed specifications, and unnecessarily burdensome contract clauses. Each of the Operating Administrations has also appointed Competition Advocates.

The Department's Senior Competition Advocate is:

Mr. Vincent T. Taylor
Assistant Secretary for Administration
Department of Transportation
Office of the Secretary (M-1)
400 7th St., SW, Room 10314
Washington, DC 20590
Telephone: (202) 366-2332

The DOT Senior Procurement Executive

(Reference FAR Subpart 2.1)

The DOT Senior Procurement Executive (SPE) carries out those acquisition related authorities and functions assigned to the "head of the agency" or "agency head" in the FAR, with the authority to redelegate and authorize successive redelegations of those duties, except as prescribed by the Secretary of Transportation, or specifically limited by statute, Executive Order, or regulation. The SPE includes these delegations in the TAR and TAM, as appropriate.



The DOT Senior Procurement Executive is:

Mr. David J. Litman
 Office of the Senior Procurement Executive (M-60)
 400 Seventh Street S.W., Room 7101
 Washington, DC 20590
 Telephone: (202) 366-4263
 Fax: (202) 366-4263
 Email: david.litman@ost.dot.gov

Federal Supply Schedule

(Reference FAR Subpart 8.4)

Prior to initiating acquisitions from commercial sources, the Contracting Officer must determine whether or not the required supplies or services are available from a Federal Supply Schedule (Schedule) established by the General Services Administration (GSA) or as a common stock item at a GSA supply depot. The GSA negotiates the contract with the vendors and vendor products, services pricing, and terms and conditions are made available in the Schedule.

The Schedule is available to all Government agencies to use as a procurement vehicle. This can result in a streamlined procurement process for both vendors and government agencies because instead of negotiating individual contracts with various agencies, vendors can negotiate a contract to get on the GSA Schedule and then the vendors can market the contract as a procurement tool for all government agencies. Over the years, the GSA Schedule contract has become a very important contractual vehicle for Government procurement, bringing thousands of Federal customers and vendors together. Products and services can also be purchased electronically through GSA Advantage!, <http://www.gsaadvantage.gov>, which is GSA's online shopping and ordering system. Government credit cards may be used to procure through the GSA Schedule.

The GSA awards three types of contracts: Single Award Schedule (SAS), Multiple Award Schedule (MAS) and the Maintenance and Repair Schedule. The following is a brief description of each:

- Single Award Schedule (SAS): One supplier. Items manufactured under Federal Military Specifications or Commercial Item Specific Geographic area. Awarded as a result of Sealed bidding.
- Multiple Award Schedule (MAS): Multiple suppliers. No guarantee of sales. Indefinite delivery indefinite quantity (IDIQ contract). Major contractual vehicle for Government procurement. Based on discounts from Commercial Price Lists.
- Maintenance and Repair: Used for maintenance and repair of in-use property. Mandatory for all departments and independent establishments in the Executive Branch of the Government. Sealed bidding Small Business set aside unless exempt.

Firms interested in doing business as a Federal Supply Services contractor should contact the Washington, D.C. Area GSA Business Service Center at (202) 708-5804 or at <http://www.gsa.gov/> and <http://www.fss.gsa.gov>.

Sealed Bidding

(Reference FAR Part 14)

Sealed bidding is a method of contracting that employs competitive bids, public opening of bids, and awards. Each sealed bid includes technical specifications, delivery or completion dates, place and method of delivery, nature and number of reports or manuals, which may be required, operational tests and instructions, and other



items that should be considered in submitting a bid. The terms and conditions are set forth in detail as are the date, hour, and place where bids will be publicly opened and recorded. Contract clauses are generally incorporated by reference. Unless specifically authorized, a telegraphic or alternate bid will not be considered.

Negotiated Procurement

(Reference FAR Part 15)

Most DOT procurement dollars are spent under negotiated procedures. Compared to sealed bidding, negotiation is a more flexible procedure that includes the receipt of proposals from offerors, permits bargaining, and usually affords offerors an opportunity to revise their offers before award of a contract. Bargaining in the sense of discussion, persuasion, alteration of initial assumptions and positions, and give-and-take may apply to price, schedule, technical requirements, type of contract, or other terms of a proposed contract. The contracting officer's objective is to negotiate a contract of a type, and with a price, providing the contractor the greatest incentive for efficient and economical performance. The negotiation of a contract type, and a price, are related and should be considered together with the issues of risk and uncertainty to the contractor and the Government.

Unsolicited Proposals

(Reference FAR Subpart 15.6)

"Unsolicited proposal" means a written proposal for a new or innovative idea that is submitted to an agency on the initiative of the offeror for the purpose of obtaining a contract with the Government, and that is not in response to a request for proposals, Broad Agency Announcement, Small Business Innovation Research topic, Small Business Technology Transfer Research topic, Program Research and Development Announcement, or any other Government-initiated solicitation or program.

It is the policy of the Government to encourage the submission of new and innovative ideas in response to Broad Agency Announcements, Small Business Innovation Research topics, Small Business Technology Transfer Research topics, Program Research and Development Announcements, or any other Government-initiated solicitation or program. When the new and innovative ideas do not fall under topic areas publicized under those programs or techniques, the ideas may be submitted as unsolicited proposals.

Unsolicited proposals should be sent to the appropriate Operating Administration Procurement officials within DOT as listed in the "DOT OPERATING ADMINISTRATIONS" section of this publication.

Architect and Engineering Services (A&E)

(Reference FAR Subpart 36.6)

"Architect-engineer services", as defined in 40 U.S.C. 541, means: (1) Professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services; (2) Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and (3) Such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Architect-Engineer services are related to construction, alteration, or repair of buildings, bridges, roadways, or other kinds of structures and utility systems. The work may include master planning, engineering studies, preparation of plans and specifications, and supervision and inspection of construction work.



Contracting for A&E services is based on an evaluation of the qualifications of interested firms. The evaluation is performed by an A&E Evaluation Board, which selects a minimum of three firms for interview discussions with the Board. For some projects the firms selected for interviews may also be required to prepare written information pertaining to, among other things, relevant experience, technical approach, project schedule, and key personnel.

The Board recommends to the appropriate DOT official at least three firms, in order of preference, considered best qualified to perform the required work. Negotiations are conducted with the firm given first preference. If a mutually satisfactory contract cannot be agreed to, negotiations are then initiated with the firm given second preference on the list. Generally, this procedure continues until a contract has been negotiated.

Architect-engineer qualification data is maintained on file by each Operating Administration within the Department. Firms may file data at the headquarters or field installation procurement offices where they desire to do business. As of June 8, 2004, the new Architect and Engineer (A-E) Qualification Form SF 330 is mandatory for use by contractors submitting their A-E qualifications. The SF 330 replaces the SFs 254 and 255. The new SF 330 reflects current Government and A-E practices and provides the essential information agencies need for the selection of A-E firms in a streamlined format. All Federal Business Opportunities (FedBizOpps) announcements published on or after June 8, 2004 will require submission of the SF 330. The form can be found on the GSA website at:

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>

Questions regarding the use of this new form should be directed to Rita Williams (M-60) at 202-366-9956.

Federal Financial Assistance Programs For State and Local Transportation Agencies

The Department, through its Operating Administrations, has joined in cooperative ventures with state and local governments and the private sector to furnish transportation facilities, and to create a better transportation system. This spirit of cooperation and intermodal transportation development has been fostered by the many grant and assistance programs administered by the Department and carried out by the recipient-partners.

Through these programs, the Department distributes over \$20 billion each year to help finance thousands of projects across the country. Approximately 85 percent of the assistance dollars is for construction. The major portion of the construction funds is allocated to state highway agencies for highway construction. The balance is provided to local public transit and airport authorities for mass transit and airport facilities. DOT regulations require recipients of DOT Federal Financial Assistance to develop a DBE program in accordance with the 49 CFR 26. You can access contacts for the DBE program on the OSBBU web site at <http://osdbuweb.dot.gov/business/dbe/index.html#con>

The Office of Small and Disadvantaged Business Utilization (OSDBU) and the Supportive Services Program provide assistance to Minority Business Enterprises (MBE), Disadvantaged Business Enterprises (DBE) and Women-Owned Business Enterprises (WBE) to participate in the Department's financial assistance programs.

Small Business Innovation Research (SBIR) Program

The Small Business Innovation Development Act of 1982 (P.L. 97-219), reauthorizing legislation (P.L. 99-443) and P.L. 102-564 (Small Business Research and Development Act), seeks to encourage the initiative of the private sector and to use small business as effectively as possible in meeting Federal research and development objectives. On December 15, 2000, Congress reauthorized the program by P.L. 106-554. To comply with the statutory obligations of the Act, DOT has established a SBIR Program, which conforms to guidelines and regulations, provided by the Small Business Administration. Annually, small businesses are solicited to submit



innovative research proposals that address high priority requirements of the Department and have potential for commercialization. The DOT SBIR Program is a three-phase process:

Phase I: The conduct of feasibility-related experimental or theoretical research or research and development (R&D) efforts on specified research topics. The dollar value of the proposal should not exceed \$100,000 and the period of performance may be up to six months. The primary basis for award will be the scientific and technical merit of the proposal and its relevance to DOT requirements. (Only Phase I awardees are eligible to participate in Phase II)

Phase II: This phase is the principal research or R&D effort having a period of performance of approximately two years with a dollar value of up to \$750,000. DOT will accept Phase II proposals under the SBIR Program only from firms, which have previously received a DOT Phase I award. Awards would be based upon the results achieved in Phase I, the technical merit of the Phase II proposals, potential for commercialization, and commitment for follow-on funding from non-federal sources for Phase III.

Phase III: This phase is to be conducted by the small businesses with non-Federal funds to pursue commercial applications of the research or R&D funded in Phases I and II by the Department. Phase III may also involve follow-on non-SBIR funded contracts with components of DOT for products or processes for use by the Government.

Eligibility Requirements:

Small businesses must meet certain eligibility criteria to participate in the SBIR program:

- American-owned and independently operated
- For-Profit
- Principle researcher employed by business
- Company size limited to under 500 employees

The 2004 solicitation will be available for viewing on the DOT SBIR web site www.volpe.dot.gov/sbir/ on or about February 15, 2004. Any questions should be directed to:

DOT/SBIR Program Office, DTS-22
 U.S. Department of Transportation
 Research & Special Programs Administration
 Volpe National Transportation Systems Center
 55 Broadway, Kendall Square
 Cambridge, Massachusetts 02142-1093
 Attn.: Joseph Henebury, DOT SBIR Program Director
 Telephone: (617) 494-2712 FAX: (617) 494-2497
 Email: henebury@volpe.dot.gov

Subcontracting Opportunities

Recognizing that small firms often do not have the capability to perform as a prime contractor on certain large contracts, DOT promotes the involvement of small business at the subcontract level. Special contract clauses, which require the prime contractor to maximize small, and minority business subcontracting opportunities are included in large DOT prime contracts in accordance with Public Law 95-507. Small and disadvantaged business firms are encouraged to identify their capabilities to major prime contractors.

Businesses are encouraged to view the Subcontracting section of the OSDBU web site at:



Small Business Preferential Contracting Programs

Preferential contracting was first authorized by the Small Business Act of 1953, which set up the Small Business Administration (SBA) to aid and counsel small businesses and to ensure that small firms receive a fair share of Government contracts. Amendments such as Public Law 95-507 have significantly expanded and strengthened Federal Government contract and subcontract opportunities for small and disadvantaged businesses. The various regulations pertaining to programs provided under the Act, as amended, are generally found in FAR Part 19.

Small business firms, especially newly formed organizations, are encouraged to contact their nearest SBA office for assistance and to learn of the many programs and opportunities that are available to them. These include contracting and technical assistance as well as financial and management assistance. Inquiries may also be addressed to the Small Business Administration, 409 Third Street S.W., Washington, D.C. 20416. You may contact them at (202) 205-6600 or by fax at (202) 205-6622. You can also contact the nearest field office of the SBA by referring to the blue pages in your local phone book or by calling SBA toll-free at (800) 827-5722.

The U.S. Government Purchasing and Sales Directory published by the SBA lists major Federal purchasing offices, including the military services, summarizing what they buy, and provides useful information on selling to the Government. This publication may be purchased from the Superintendent of Documents, Government Printing Office, Washington D.C. 20402, telephone (202) 512-1800.

The following describes some of the tools available to implement such programs.

Simplified Acquisitions

(Reference FAR Subpart 13)

Agencies shall use simplified acquisition procedures to the maximum extent practicable for all purchases of supplies or services not exceeding the simplified acquisition threshold. This policy does not apply if it can be met using:

- a) Required sources of supply under Part 8
- b) Existing indefinite delivery/indefinite quantity contracts; or
- c) Other established contracts.

Each acquisition of supplies or services that has an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 is reserved exclusively for small business concerns and shall be set aside. Contracting Officers shall not use simplified acquisition procedures to acquire supplies or services if the anticipated award will exceed the simplified acquisition threshold, or \$5,000,000 including options, for acquisitions of commercial items using FAR Subpart 13.5. Contact information for the Simplified Acquisition Procedure Offices can be found on the OSDBU website: <http://osdbuweb.dot.gov/business/mp/miphtml6.html>

Setting Aside Acquisitions



(Reference FAR Subpart 19.502)

Contracting Officers shall set aside an individual acquisition or class of acquisitions when it is determined to be in the interest of (a) maintaining the Nation's full productive capacity, (b) war or national defense programs, or (c) assuring that the fair proportion of Government contracts in each industry category is placed with small business concerns, and when the circumstances described in FAR Subpart 19.502-2 or 19.502-3(a) exist. This requirement does not apply to purchases of \$2,500 or less, or purchases from required sources of supply under FAR Part 8.

Total Set-Asides

(Reference FAR Subpart 19.502-2)

Each acquisition of supplies or services that shall be set aside unless the Contracting Officer determines there is no reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery.

Simplified Acquisition Procedures

Requirements that are anticipated not to exceed \$100,000 (or \$5 million for certain commercial items), can be purchased using simplified acquisition procedures under part 13 of the federal acquisition regulations. The purpose of this part is to prescribe simplified acquisition procedures in order to - (a) Reduce administrative costs; (b) Improve opportunities for small, small disadvantaged, and women owned business concerns to obtain a fair proportion of Government contracts; (c) Promote efficiency and economy in contracting; and (d) Avoid unnecessary burdens for agencies and contractors.

Generally simplified acquisitions are automatically reserved for small businesses unless the contracting officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery.

Small Business Set-asides

(Reference FAR Subpart 19.5)

The purpose of small business set-asides is to award certain acquisitions exclusively to small business concerns. A "set-aside for small business" is the reserving of an acquisition exclusively for participation by small business concerns. A small business set-aside of a single acquisition or a class of acquisitions may be total or partial.

The contracting officer shall review acquisitions to determine if they can be set aside for small business, giving consideration to the recommendations of agency personnel having cognizance of the agency's small business programs. All solicitations involving set-asides must specify the applicable small business size standard and NAICS code. Except as authorized by law, a contract may not be awarded as a result of a small business set-aside if the cost to the awarding agency exceeds the fair market price. Contact information for DOT's Small Business Specialists can be found on the OSDDBU website:
<http://osdbuweb.dot.gov/business/mp/miphtml5.html>

Total Small Business Set-Asides

With certain exceptions, the contracting officer shall set aside any acquisition exceeding the simplified acquisition threshold, for small business participation when there is an expectation that (1) offers will be from at least two responsible small business concerns offering the products of different small business concerns and (2) award will be made at fair market prices.



Partial Set-Asides

(Reference FAR Subpart 19.502-3)

The Contracting Officer shall set aside a portion of an acquisition, except for construction, for exclusive small business participation when:

- a) total set-aside is not appropriate;
- b) the requirement is severable into two or more economic production runs or reasonable lots;
- c) one or more small business concerns are expected to have the technical competence and productive capacity to satisfy the set-aside portion of the requirement at a fair market price;
- d) the acquisition is not subject to simplified acquisition procedures; and
- e) a partial set-aside shall not be made if there is reasonable expectation that only two concerns (one large and one small) with capability will respond with offers unless authorized by the head of a contracting activity on a case-by-case basis.

8(a) Program

(Reference FAR Subpart 19.8)

Section 8(a) of the Small Business Act, as amended, authorizes SBA to contract for goods and services with Federal agencies. SBA then subcontracts actual performance of the work to socially and economically disadvantaged small businesses, which have been certified by SBA as eligible to receive these contracts. The major advantage of this program is that it allows the Government, to contract, on a noncompetitive basis, with socially and economically disadvantaged small businesses. SBA also offers managerial, technical, and financial support to participating firms.

DOT gives special emphasis to identifying procurement requirements for matching with the capabilities and potential of approved 8(a) firms. DOT has obtained special authority to negotiate directly with 8(a) firms on the behalf of the SBA.

You can learn more about the 8(a) program on the SBA web site at: <http://www.sba.gov/8abd>.

Small Disadvantaged Business Certification Program (SDB)

(Reference FAR Subpart 19.12)

The SDB Certification Program pertains specifically to Federal procurement. When the SBA certifies a business as SDB qualified, and the firm is in one of 55 industrial classifications cited by the Department of Commerce as still suffering from the effects of discrimination, that business immediately becomes eligible for special bidding advantages. Moreover, they substantially increase their subcontracting opportunities with larger Prime Contractors who accumulate evaluation credits by 'subbing' out to qualified SDBs.

Small businesses interested in securing SDB certification can obtain an application and other information online at <http://www.sba.gov/sdb>

HUBZone Empowerment Contracting Program

(Reference FAR Subpart 19.13)

The HUBZone Empowerment Contracting program provides Federal-contracting opportunities for qualified small businesses located in distressed areas. This program was enacted into law as part of the Small Business Reauthorization Act of 1997 and is administered by the SBA. The program encourages economic development in historically underutilized business zones (HUBZones) and through the establishment of preferences.



SBA certifies firms for eligibility to receive HUBZone contracts and maintains a listing of qualified HUBZone small businesses that federal agencies can use to locate prospective vendors.

You can learn more about the HUBZone program and apply electronically on the SBA web site at <http://www.sba.gov/hubzone/>

Very Small Business Set-Aside Pilot Program (VSB)

(Reference FAR Subpart 19.9)

The Very Small Business Set-Aside Pilot Program (VSB) was implemented in September 1998. To help the smallest businesses get a "foot in the door" of the Federal Procurement market, this program focuses on businesses that have 15 or fewer employees together with an average annual revenue that does not exceed \$1 million.

To learn more about this program and to see a listing of the designated pilot areas, visit the SBA web site at <http://www.sba.gov/GC/indexprograms-vsbs.html>

Women-Owned Business Program

SBA's Women-Owned Business Program was designed to promote the growth of woman-owned businesses through programs that (a) address business training and technical assistance and (b) provide access to credit and capital, federal contracts, and international trade opportunities.

SBA's Office of Women's Business Ownership (OWBO) is at the forefront of helping women start and build successful businesses. You can learn more about them on the SBA web site at <http://www.sbaonline.sba.gov/womeninbusiness/>.

SBA also provides assistance for women through the Online Women's Business Center at <http://www.onlinewbc.gov/>

Ms. Nancy Strine serves as the DOT OSDBU Women's Business Advocate and works in partnership with the women-business advocates appointed in DOT's Operating Administrations (O/As). These advocates will serve as direct liaisons to the women-owned business community and will aggressively encourage each OA procurement office and program office to consider women-owned small businesses (WOSB) for all procurement opportunities. They will work to raise the visibility of women-owned business in day-to-day procurement activities and will closely monitor the OA achievement of the five percent goals.

Nancy Strine
U.S. Department of Transportation
Office of Small and Disadvantaged Business Utilization S-40
400 7th St., SW, Rm. 9410, Washington, DC 20590
Telephone: (800) 532-1169 ext. 65343 or (202) 366-5343
Fax: (202) 366-7538, email: nancy.strine@ost.dot.gov

Veteran's Business Development Program

SBA's Office of Veteran's Business Development OVBD is dedicated to serving the veteran entrepreneur by formulating, executing, and promoting policies and programs of the agency that provides assistance to veterans seeking to start and develop small businesses. Public Law 106-50 establishes new goals for veteran-owned and service disabled veteran-owned small businesses. In addition to being goals for Federal Agencies, these goals will be included in the Federal government's major prime contractor's subcontracting plans.



You can learn more about the Veteran's Business Program on the SBA web site at <http://www.sba.gov/VETS/> or the Department of Veterans Affairs Center of Veterans Enterprise site at: <http://www.vetbiz.gov>

You can call the Small Business Administration (SBA) toll-free at 1-800-827-5722 or visit their website at <http://www.sba.gov> to learn more about any of their programs described above.



DOT OPERATING ADMINISTRATIONS

Federal Aviation Administration (FAA)

The Federal Aviation Administration (FAA) purchases equipment, services, supplies, and supporting spare parts in the aircraft, communications, air navigation, and air traffic control fields.

To perform its primary mission of controlling the nation's airspace, the FAA operates a network of air traffic control towers, air route traffic control centers, and flight service stations. It installs, maintains, and operates the visual and electronic aids necessary for air navigation. Further, the FAA issues and enforces rules, regulations, and standards for the manufacture, operation, and maintenance of aircraft.

The agency administers a grant program for development of public use airports and develops standards and technical guidance on airport planning.

Major functions of the FAA related to acquisition include the following:

- Develop and implement airport capacity enhancement goals and objectives.
- Fulfill military airspace and air traffic control needs.
- Acquire and provide the systems, procedures, facilities, and devices needed for a safe and efficient system of air navigation and air traffic control to meet the needs of civil aviation.
- Conduct programs in aircraft and aviation safety research and development.
- Conduct aviation education and information programs.
- Perform aero medical research.
- Support development and testing of improved aircraft, engines, propellers, and appliances.

When the President signed the 1996 Department of Transportation Appropriations Act on November 13, 1995, he enacted Public Law 104-50, Section 348 that directed the FAA to implement a new acquisition management system (AMS) by April 1, 1996. This system is to provide more timely and cost effective acquisitions. With the enactment of this law, the FAA is exempt from several procurement laws, some of which are the Federal Acquisition Regulation (FAR), Small Business Act, and the Brooks Act.

The new AMS emphasizes the use of competition, the use of commercial-off-the-shelf products known as (COTS), and underscores a common sense approach to contracting using prudent business judgment. When appropriate, individual procurements may be set aside for competition awards among small business concerns.

Under the new AMS, FAA will continue vigorous outreach efforts to provide opportunities to Socially and Economically Disadvantaged Business (SEDB) concerns. Awards through the SEDB set-aside program will be accomplished on a competitive basis directly to firms who are certified 8(a) firms.

The FAA will be using a screening process to determine which offeror provides the best value. The Screening Information Request (SIR) will be used to obtain specific information from vendors such as documentation, presentation, proposal or bidding agreements. This process is flexible and allows for 3 types of screenings: 1. Qualification Screening, 2. Screening Information, and 3. Request for Offerors. The SIR will contain key discriminators that will communicate to vendors the required qualifications.

Qualified Vendors Lists (QVL) may be established to obtain only those vendors who meet FAA's specific minimum requirements. This ensures that time spent by the FAA will be with those vendors who have the



specified required product or services. Once this QVL is established the FAA may elect to solicit offers from those vendors on the QVL. The QVL will be evaluated and updated no less than on an annual basis.

Projects over \$100,000 will have a public announcement. Federal Business Opportunities (FedBizOpps, formerly EPS) and the Commerce Business Daily (CBD) will be considered. The CBD is no longer mandatory. Other selected means such as plan centers, newspapers, periodicals, and public postings may be considered. The bidders mailing list will no longer be active. The Internet is one avenue for the FAA to use. Projects listed on the Internet can be accessed through FAA's home page address at: <http://www.faa.gov>. Small Businesses can also register with the FAA online at: <http://www.sbo.faa.gov> on the FAA's Small Business Registration Database named Source-Net.

- Public Announcement \$100,000 (Internet or other means.)
- Flexible time requirement
- No content requirements
- May talk to one, some, or all
- Award Best Value
- Flexible screening process, use Screening Information Request (SIR)
- Past performance always considered
- Competition preferred method, 2 or more (can be a phone call)
- Competitive SEDB (Socially & Economically Disadvantaged Business) 8(a) certified firms
- Award directly to contractor SBA provides 8(a) verification
- GSA when best value
- A/E flexible and faster
- Brand name, model #, acceptable
- Best Value
- FAA will resolve with Alternative Dispute Resolution (ADR)

For more information, contact the small business office directly at: (202) 267-8862.

FAA's Washington headquarters is responsible for agency-wide program planning, direction, control and evaluation. Major acquisitions and most research and development contracts (R&D) are awarded by this office. Some of the equipment includes complete navigational aid systems, radar network systems, display units, aircraft, aircraft landing and aircraft traffic control systems, and computers with supporting software.

FAA R&D contracts range from applied research studies to the demonstrations and testing of new hardware. Research studies cover such subjects as automating air traffic control (both Terminal and En route) weather research, and allocating airspace to prevent collisions. The hardware portion of the R&D program includes experimental equipment in the computer, communications, radar, navigational aids, and test equipment areas.

FAA regulatory and air traffic control functions are carried out in approximately 1,000 staffed facilities throughout the United States and in Puerto Rico, Guam, and the Marshall Islands. FAA also maintains approximately 23,000 facilities in the National Airspace System.

Nine regions and two centers are responsible for performing the FAA's field operations within their assigned geographic boundaries.

The FAA regional offices award A&E construction contracts for such projects as installation of a complete system involving access roads, security fencing, towers, buildings, and the actual installation of a navigational or landing aid system. These construction contracts range up to several million dollars. The regional offices also buy operating supplies, maintenance, and spare parts for emergency repairs of FAA facilities within their regional boundaries.



The FAA has a test and evaluation facility near Atlantic City, New Jersey, that supports the FAA's approved research and development program. The FAA Technical Center provides hardware and software support for the National Airspace System, awards contracts for R&D as well as a large variety of supplies and services to include acquisition of electronic, mechanical and optical equipment or systems, A&E services, construction projects, investigative studies, and engineering in support of its research, development, test, and evaluation mission.

Major Procurement Centers

The Mike Monroney Aeronautical Center in Oklahoma City, Oklahoma, is a centralized support facility, which conducts centralized training (all air traffic controllers are given their initial training here) and provides central warehousing and supplies. The Center purchases a wide variety of equipment, supplies, services and supporting spare parts for the FAA's fleet of aircraft, communications, air navigation, and air traffic control systems. In addition, acquisitions are made for training activities, including pilot training. Purchases are made from vendors nationwide for central stock at the Center and direct shipment to FAA activities worldwide. The following is a list of the FAA major procurement centers and Regional Offices:

National Headquarters (Purchases on a National Basis)

Federal Aviation Administration
Contract Division, ASU-300
800 Independence Avenue, S.W.
Room 404
Washington, D.C. 20591

Brian Isham
Division Manager - Contracts Division
ASU-300
Telephone: (202) 267-7862
Email: brian.isham@faa.gov

Contract Branch Managers

Helen Pernell
Mgr. Navigation, GPS and Infrastructure
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Susan Corbin
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Manager
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William Hohe
Mgr. Communications and Telecomm.
Branch
ASU-330
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Email: bill.hohe@faa.gov

Mark Brady
Mgr. Air Traffic Systems Branch
ASU-350
Telephone: (202) 385-8302
Email: mark.brady@faa.gov

Jim Blades
Mgr. Contract Support System
ASU-370
Telephone: (202) 267-8267
Email: jim.blades@faa.gov



John Graham
Acting Mgr. Facility Management Division
ASU-400
Telephone: (202) 267-3617
Email: john.graham@faa.gov

David Bailey
Resources Management Branch
ASU-360
Telephone: (202) 264-3522
Email: david.bailey@faa.gov

Richard Boe
Mgr. Information Technology Division
ASU-500
Telephone: (202) 267-7203
Email: richard.boe@faa.gov

William J. Hughes Technical Center

Federal Aviation Administration
FAA Technical Center
Acquisitions, Material & Grants
Management Division
Atlantic City International Airport, New
Jersey 08405

Michael Latyn
Acquisition, Material and Grants
Management Division
Telephone: (609) 485-6335
Email: michael.latyn@faa.dot.gov

Marilyn Knopp / ACX-51
Purchase Card Coordinator
Telephone: (609) 485-4083
Email: marilyn.knopp.faa.dot.gov

Deborah Germak,
Technology Transfer Program Manager, ACK-1
Telephone: (609) 485-9862
Email: deborah.germak@faa.dot.gov

Laurel Wittman, Manager of the Tenant
and Special Projects Acquisitions Group (ACX-52)
Telephone: (609) 485-6719
Email: laurel.wittman@faa.gov

FAA Small Business Utilization (SBU) Office

FAA Headquarters
800 Independence Avenue, SW
Washington, DC 20591
<http://www.sbo.faa.gov>

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ARA-5
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Jennifer Gooden, ARA-5
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Aeronautical Center

Federal Aviation Administration
Mike Monroney Aeronautical CTR
AMQ-1
P.O. Box 25082
Oklahoma City, Oklahoma 73125

Russell H. Blasing
Program Dir. / Office of Acq.
AMQ-1
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Email: russell.blasing@faa.dot.gov

Gerald A. Lewis, Sr.
AMQ-100A
SADBUS
Small Business Specialist
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Email: gerald.a.lewis@faa.gov

Jimmie Biggs
AMQ-210
Contracting & Purchasing Team Coordinator
Telephone: (405) 954-0512

Patti Sparkman
AMQ-310,
Contracting & Purchasing Team Coordinator
Telephone: (405) 954-7822

Karen Truel
AMQ-140
Purchase Card Coordinator
Room 321, Multi-Purpose Building
Telephone: (405) 954-8867

New England Region

(Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island)

Federal Aviation Administration
Acquisition Mgmt Branch, ANE-55
12 New England Executive Park
Burlington, Massachusetts 01803

Samuel Strier
Logistics Division Manager
ANE-50, (781) 238-7650
Email: samuel.strier@faa.dot.gov

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ANE-55, (781) 238-7655
Email: andrew.coughlin@faa.dot.gov

Kevin Hart, ANE-55, SADBUS
Telephone: (781) 238-7660 Room 103
Email: kevin.hart@faa.dot.gov

Larry Robinson
Property and Services Branch Manager
ANE-56, (781) 238-7656
Email: larry.robinson@faa.dot.gov

Eastern Region

(New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, and West Virginia)

Federal Aviation Administration
Acquisition Management Branch
AEA-55
1 Aviation Plaza
Jamaica, NY 11434

Ann Haralam, Logistics Division Manager
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Southern Region

(Kentucky, Tennessee, North Carolina, South Carolina, Mississippi, Alabama, Georgia, Florida, Puerto Rico, and Virgin Islands)

Federal Aviation Administration
 Acquisition Management Branch
 ASO-55
 1701 Columbia Avenue
 College Park, Georgia 30337

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 ASO-55
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 Email: leigh.aiken@faa.dot.gov

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Great Lakes Region

(Minnesota, Wisconsin, Michigan, Illinois, Indiana, Ohio, North Dakota, and South Dakota)

Federal Aviation Administration
 Acquisition Management Branch
 AGL-55
 2300 East Devon Avenue
 Des Plaines, Illinois 60018

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 Logistics Division Manager
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Central Region

(Nebraska, Iowa, Kansas, and Missouri)

Federal Aviation Administration
 Acquisition Mgmt. Branch, ACE-55
 901 E. Locust St.
 Kansas City, Missouri 64106



Central Region (cont'd)

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Southwest Region

(Arkansas, Louisiana, Oklahoma, Texas, and New Mexico)

Federal Aviation Administration
Acquisition Mgmt. Branch, ASW-55
2601 Meacham Blvd
Fort Worth, Texas 76137-0055

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Email: ila.patel@faa.dot.gov

Western-Pacific Region

(Nevada, Arizona, California, Hawaii, Samoa, and Guam)

Federal Aviation Administration
Acquisition Mgmt. Branch, AWP-55
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Los Angeles, California 90009

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Northwest-Mountain Region*(Idaho, Oregon, Washington, Montana, Wyoming, Colorado, and Utah)*

Federal Aviation Administration
Acquisition Mgmt. Br., ANM-55
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Renton, Washington 98055

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Alaskan Region*(Alaska)*

Federal Aviation Administration
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Anchorage, Alaska 99513

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FAA Airport and Airway Improvement Act

The FAA grants funds to airport authorities for airport development, planning, and noise compatibility projects under the Airport and Airway Improvement Act of 1982, as amended. Grants are made to municipalities, counties, states, and other entities. Planning funds include those for airport master plans that address aviation needs during a 20-year period. Typical work under a development project includes land acquisition; site preparation; construction, alteration, and repair of runways, taxiways, aprons, and roads within airport boundaries; construction and installation of lighting, utilities, navigational aids, and aviation-related weather reporting equipment; limited terminal development at commercial service airports; aircraft rescue/fire fighting training facilities; and air and water quality projects. Grants may not be made for the construction of hangars, parking areas for automobiles, for buildings not related to the safety of persons on the airport, or for art objects or decorative landscaping.

Airport grantees are subject to the requirements of the DOT concerning disadvantaged business enterprise (DBE). Currently, more than 1000 airport authorities have implemented programs for participation of DBEs in FAA-assisted contracting. In addition, legislation enacted in 1987 requires that to the maximum extent practicable, DBE's own and operate at least 10% of the concessions doing business at federally funded airports.

Larger commercial service airports, known as "primary" airports, are required to implement a DBE concession plan. A primary airport is one that has more than 10,000 passengers enplaned annually. Currently, 420 primary airports are required to implement a DBE concession plan. Concessions covered by the plan include rental cars, food and beverage services, gift shops, duty free sales, newsstands, barbershops, hotels, banks, bookstores, travel agencies, and baggage carts.

Airports are prohibited from entering into long-term concession agreements that grant the exclusive right to operate a concession service, unless provision is made for adequate DBE participation.

Since each airport awards its own contracts, firms wishing to become certified as eligible DBE's are encouraged to make direct contact with individual airports. These airports will be able to advise firms on projected contracting and concession activities. A listing of all airports having a DBE program is available from:

FAA Headquarters, FAA Office of Civil Rights in Washington DC:

Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, D.C. 20591

Fanny Rivera
Assistant Administrator for Civil Rights &
FAA Diversity Advocate
Office of Civil Rights (ACR-1)
Telephone: (202) 267-3254
Email: fanny.rivera@faa.dot.gov

Michael Freilich
National External Programs Team Leader (ACR-4)
Telephone: (202) 267-3259
Email: michael.freilich@faa.dot.gov



Federal Highway Administration (FHWA)

The Federal Highway Administration (FHWA) is responsible for administering the multi-billion dollar Federal-aid Highway Program and for administering, jointly with the National Highway Traffic Safety Administration, State and community highway safety programs. Under the Federal-Aid Highway Program, FHWA provides financial assistance to state highway agencies for planning, designing, environmental assessments, constructing and rehabilitating the Interstate Highway System, other National Highway System projects, and those transportation-related projects eligible for the Surface Transportation Program. Under the Federal-aid program and State and community highway safety programs, individual States act as the contracting agencies responsible for the expenditure of most of the available funds.

Under the Federal Lands Highway Program and the Emergency Relief Program on Federally-Owned Roads, FHWA is responsible for working with Federal land-owning agencies to design, procure, and administer the construction or improvement of Federal roads. Under these programs, FHWA procures design and construction services and is responsible for the expenditure of available funds.

The FHWA is the recognized authority on highway construction technology and design. Much of its work contributes to advancements in the state-of-the-art in various technologies. Under the Nationally Coordinated Program of Highway Research, Development, and Technology, FHWA coordinates an extensive research, development, and technology transfer program. The coordinated program includes such major categories as safety, Intelligent Transportation Systems (ITS), pavements, structures, materials, policy, planning, and environment and right-of-way. The research program endeavors to improve the quality and durability of highways and streets, reduce construction and maintenance costs, and reduce the negative impacts of highway transportation. The FHWA Technology Transfer Program, designed to encourage the application of new technology by highway agencies, uses contractors with marketing and training skills, as well as technical expertise, to present new technologies. Engineering disciplines involved in FHWA contracts include civil, mechanical, geotechnical, chemical, hydraulic, electrical, environmental, and human factors.

The FHWA is increasing its emphasis on improving traffic safety and reducing congestion through the application of advanced electronic, communications, and sensor techniques. Additionally, FHWA is partnering with states and cities to undertake planning studies to assess applications of ITS services and technologies on existing highway infrastructures. When circumstances warrant outside assistance in research work other than through contract agreements, FHWA may solicit participation through grants, cooperative agreements, and collaborative research agreements.

The FHWA responsibility to improve safety involves the research and administration of a wide variety of activities, ranging from accident investigation to highway design, improvement and use. The FHWA programs are designed to meet the increasing demands for solutions to urgent safety problems and providing new, longer-range initiatives in safety hardware, driver aids, traffic operations, and systems performance measurement. In addition, FHWA provides technical assistance and advice on highway engineering and administration to foreign nations through the Agency for International Development, the Export-Import Bank, and other international lending institutions.

Contracting authority is delegated to the Office of Acquisition Management in the Washington Headquarters and to the Eastern, Central, and Western Federal Lands Highway Division Offices. The Office of Acquisition Management awards all FHWA R&D contracts and all contracts for services and equipment in support of FHWA highway planning, research, training, and related support services. The Office of Acquisition Management procures supplies, materials, equipment, and professional services related to R&D, construction, and other



program responsibilities. It will continue to provide acquisition services to the new Federal Motor Carrier Safety Administration to support the safety and motor transportation mission.

The FHWA Federal Lands Highway Division Offices award contracts for survey, design, and construction of forest highways, park roads and parkways, Indian Reservation roads, Defense Access roads and other roadways that provide access to or within Federal lands. The three division offices located in Sterling, Virginia; Denver, Colorado; and Vancouver, Washington award these contracts.

Headquarters and Federal Lands Highway Division Offices

- Federal Highway Administration Office of Acquisition Management

Room 4410
400 Seventh Street, S.W.
Washington, D.C. 20590

Ms. Stephanie Curtis
Telephone: (202) 366-6014
Email: stephanie.curtis@fhwa.dot.gov

Mr. Frank Waltos
Telephone: (202) 366-4205
Email: frank.waltos@fhwa.dot.gov

- Federal Highway Administration Central Federal Lands Highway Division

555 Zang Street #259
Lakewood, Colorado 80228

Ms. Suzanne M Schmidt, P.E.
Contract Development Engineer
Telephone: (303) 716-2156
Bulletin Board, 4th Floor West End Room 259
Email: suzanne.schmidt@fhwa.dot.gov

- Federal Highway Administration Eastern Federal Lands Highway Division

21400 Ridgetop Circle
Sterling, Virginia 20166

Ms. Wanda Peffer
Procurement Analyst
Telephone: (703) 404-6205
Room 378
Email: wanda.peffer@fhwa.dot.gov

- Federal Highway Administration Western Federal Lands Highway Division

610 East Fifth Street
Vancouver, Washington 98661

Mr. Bill Parsons, Contracting Officer
Telephone: (360) 619-7753
email: bill.parsons@fhwa.dot.gov

Ms. Patricia Mahurin
Acquisition Contracting Officer
Telephone: (360) 619-7594
email: patricia.mahurin@fhwa.dot.gov





Supportive Services Program

The Federal Highway Administration has made pivotal changes to their field organization and to their headquarters structure to become a more efficient and responsive agency. Resource Centers (RCs) have been established in Atlanta, Baltimore, Olympia Fields (near Chicago) and San Francisco. Each of the four RCs serves a core constituency of State-level Federal-aid and motor carrier division offices and Agency partners and customers in designated States. The fundamental purpose of the RCs is to serve in a support and advisory capacity to the division offices in their primary role of program delivery to State departments of transportation, metropolitan planning organizations, and other partners and customers responsible for providing highway transportation and safety services.

The new headquarters structure is designed around five core business areas: Infrastructure, Operations, Environment and Planning, Safety and Federal Lands Highway. It also includes eight cross-cutting support units: Policy, Administration, Research, Development, and Technology, Chief counsel, Civil Rights, Public Affairs, Professional Development, and Corporate Management.

FHWA Resource Centers

- Eastern Resource Center

10 S. Howard Street, Suite 4000
Baltimore, MD 21201
Telephone: (410) 962-0093
Hours of Duty: 7:45 - 4:15 EST

- Southern Resource Center

61 Forsyth Street, SW
Suite 17T26
Atlanta, GA 30303
Telephone: (404) 562-3570
Hours of Duty: 7:30 - 4:30 EST

- Midwestern Resource Center

19900 Governors Drive
Suite 301
Olympia Fields, IL 60461-1021
Telephone: (708) 283-3500
Hours of Duty: 7:30 - 4:15 CST

- Western Resource Center

201 Mission Street
Suite 2100
San Francisco, CA 94105
Telephone: (415) 744-3102
Hours of Duty: 7:45 - 4:15 PST



Federal Motor Carrier Safety Administration (FMCSA)

The Federal Motor Carrier Safety Administration was established within the Department of Transportation on January 1, 2000, pursuant to the Motor Carrier Safety Improvement Act of 1999 [Public Law No. 106-159, 113 Stat. 1748 (December 9, 1999)]. Formerly a part of the Federal Highway Administration, the Federal Motor Carrier Safety Administration's primary mission is to prevent commercial motor vehicle-related fatalities and injuries. Administration activities contribute to ensuring safety in motor carrier operations through strong enforcement of safety regulations, targeting high-risk carriers and commercial motor vehicle drivers; improving safety information systems and commercial motor vehicle technologies; strengthening commercial motor vehicle equipment and operating standards; and increasing safety awareness. To accomplish these activities, the Administration works with Federal, state, and local enforcement agencies, the motor carrier industry, labor safety interest groups, and others.

Programs

- Motor Carrier Safety Assistance Program

The Motor Carrier Safety Assistance Program is a Federal grant program that provides states with financial assistance for roadside inspections and other commercial motor vehicle safety programs. It promotes detection and correction of commercial motor vehicle safety defects, commercial motor vehicle driver deficiencies, and unsafe motor carrier practices before they become contributing factors to crashes and hazardous materials incidents. The program also promotes the adoption and uniform enforcement by the states of safety rules, regulations, and standards compatible with the Federal Motor Carrier Safety Regulations and Federal Hazardous Materials Regulations.

- Regulatory Compliance and Enforcement

The Administration's compliance reviews and enforcement activities and the states' roadside inspection activities are the principal means of ensuring that the Federal Motor Carrier Safety Regulations and the Federal Hazardous Materials Regulations are enforced. Compliance and enforcement efforts are enhanced through the Performance and Registration Information Systems Management (PRISM) program, a Federal and state partnership to improve safety performance and remove high-risk carriers from the nation's highways. Through PRISM, compliance reviews are conducted on unsafe motor carriers and their safety performance is monitored and tracked. Continued poor safety performance may result in a Federal Operations Out-of-Service Order/unfit determination in conjunction with the suspension and/or revocation of vehicle registration privileges.

- Licensing and Insurance (L&I)

With the closing of the Interstate Commerce Commission (ICC) the licensing and insurance responsibility were transferred to the Office of Motor Carrier and now to the Federal Motor Carrier Safety Administration. For further information, please contact the office at (202) 358-2423 or for status information on your application/authority, how to apply (see forms) you may go to the following web page: <http://www.fhwa-li.volpe.dot.gov/>

- Commercial Drivers License Program (CDL)

The Administration develops, issues, and evaluates standards for testing and licensing commercial motor vehicle drivers. These standards require states to issue a Commercial Driver's License only after drivers pass



knowledge and skill tests that pertain to the type of vehicle operated. States are audited every three years to monitor compliance with Federal standards; noncompliance could result in loss of Federal funding.

- Data and Analysis

The Administration collects and disseminates safety data concerning motor carriers. Data collected by Federal safety investigators and state partners from roadside inspections, crashes, compliance reviews, and enforcement activities are indexed by carrier. This information provides a national perspective on carrier performance and assists in determining Administration and state enforcement activities and priorities. Combined with data from other sources (including the National Highway Traffic Safety Administration), extensive analysis is performed to determine trends in performance by carrier and other factors such as cargo, driver demographics, location, time, and type of incident. Based on identified trends, the Administration directs resources in the most efficient and effective manner to improve motor carrier safety.

- Research and Technology Program

The Administration identifies, coordinates, and administers research and development to enhance the safety of motor carrier operations, commercial motor vehicles, and commercial motor vehicle drivers. The Administration promotes the use of information systems and advanced technologies to improve commercial vehicle safety, simplify government administrative systems, and provide savings to states and the motor carrier industry.

- Border and International

The Administration supports the development of compatible motor carrier safety requirements and procedures throughout North America in the context of the North America Free Trade Agreement (NAFTA). It supports programs to improve the safety performance of motor carriers operating in border areas through special grants to states for enforcement activities and, in cooperation with other Federal agencies, it supports the development of state safety inspection facilities. The Administration participates in international technical organizations and committees to share best practices in motor carrier safety.

- Other

Hazardous Materials. The Administration enforces regulations for the safe transportation of hazardous materials by highway and rules governing the manufacture and maintenance of cargo tank motor vehicles, as set forth in Chapter 51 of Title 49 of the United States Code.

Household Goods. The Administration has established a task force to identify and investigate those household good carriers, which have exhibited a substantial pattern of consumer abuse. Consumer awareness/self-help packages are available.

Hotline. The Federal Motor Carrier Safety Administration provides a toll-free hotline for reporting dangerous safety violations involving a commercial truck or bus: 1-888-DOT-SAFT (1-888-368-7238).

Major Field Organizations:

- Eastern

10 S. Howard Street, Suite 4000
Baltimore, MD 21201-2819
Telephone: (410) 962-0077

- Southern

61 Forsyth Street, SW., Suite 17T75
Atlanta, GA 30303-3104
Telephone: (404) 562-3600



- Midwestern

19900 Governors Drive, Suite 210
Olympia Fields, IL 60461-1021
Telephone: (708) 283-3577

- Western

201 Mission Street, Suite 2100
San Francisco, CA 94105
Telephone: (415) 744-3088

The FMCSA also maintains division offices in each state. You can find a listing of them at:
<http://www.fmcsa.dot.gov/aboutus/fieldoffs.htm>

For Further Information:

Federal Motor Carrier Safety
Administration
400 Seventh Street S.W.
Washington, DC 20590
Telephone: (202) 366-2519
Internet: <http://www.fmcsa.dot.gov>

**The following individual is responsible for
generating and managing the procurement
requirements for FMCSA:**

Mr. Reginald Wooten
400 7th Street, S.W., Room 8302A
Washington, DC 20590
Telephone: (202)385-2311
e-mail reginald.wooten@fmcsa.dot.gov



Federal Railroad Administration (FRA)

The Federal Railroad Administration (FRA) monitors the safety activities of the nation's railroads through regulations, compliance inspections, and accident investigations. Research includes safety improvement, freight and passenger vehicle systems, freight and passenger economics, and railroad management. From the Washington, D.C. offices, research contracts requiring engineering, economics, and management disciplines are awarded in such areas as vehicle aerodynamics and dynamics, safety systems, intermodal equipment, passenger safety and comfort, equipment utilization, and management information. A small number of ADP service contracts, along with supplies, office equipment and services are awarded.

The FRA procurement office is:

Federal Railroad Administration
Office of Procurement, (RAD-30)
1120 Vermont Ave., Rm.6126
Washington, D.C. 20005
Telephone: (202) 493-6130

FRA Office of Civil Rights:

Ms. Rhonda Dews-Murrill
1120 Vermont Ave NW, Rm.7097
Washington, D.C. 20590
Telephone: (202) 493-6011

The FRA Small Business Specialist is:

Ms. Illona Williams, Director
Office of Acquisition and Grants Services
(RAD-30)
1120 Vermont Ave., Rm.6125
Washington, D.C. 20005
Telephone: (202) 493-6130
Email: illona.williams@fra.dot.gov

Simplified Acquisitions for the FRA are administered by:

Ms. Dana Hicks, RAD-30
1120 Vermont Ave., Rm.6126
Room 8222
Telephone: (202) 493-6131
Fax: (202) 493-6171
Email: dana.hicks@fra.dot.gov

The Mailing Address for FRA is:

400 7th Street, S.W.
Stop 50
Washington, D.C. 20590

Simplified acquisition solicitations are posted on the FRA Bulletin Board, near Room 6126.

The FRA also makes Federal funds available to several railroads. For information regarding possible procurement opportunities with the railroads, you may contact the address shown above.



Federal Transit Administration (FTA)

The Federal Transit Administration (FTA) administers programs under the Transportation Equity Act for the 21st Century that provide Federal financial assistance to grant recipients, such as states, local transit systems and planning agencies, for the development of efficient and coordinated mass transit systems throughout the Nation. The FTA external grants program provides over \$4.0 billion for:

- Acquisition and improvement of facilities and equipment.
- Planning, engineering, and designing of mass transportation projects as part of a comprehensive development plan.
- Training of personnel employed in mass transit.
- Research, development, and demonstration projects in all phases of mass transit.
- Project management oversight.

Grant recipients offer a wide range of contracting and procurement opportunities to minority, women-owned and other disadvantaged firms in the areas of professional services, construction, equipment and supplies.

Using FTA funds, transit systems contract with transit vehicle manufacturers (TVMs) to purchase vans, buses, and railcars. In the manufacture of such vehicles, TVMs offer contracting opportunities to DBE equipment and components manufacturers and suppliers.

Information on FTA grants to state and local transit agencies and listings of these grant recipients' and TVMs' DBE liaison officers are available from FTA's Office of Civil Rights by contacting:

Mr. Michael Winter
Director, Office of Civil Rights
Federal Transit Administration
400 7th Street, S.W., Room 9100
Washington, D.C., 20590
Telephone: (202) 366-4018
Email: michael.winter@fta.dot.gov

Mr. David Solomon
Civil Rights Officer
Federal Transit Administration
400 7th Street, S.W., Room 9100
Washington, DC 20590
Telephone: (202) 366-4018
Email: david.solomon@fta.dot.gov

The Small Business Specialist for the Office of Procurement (Direct Contracting) is:

Mr. Darren L. Brown
400 7th Street, S.W., Room 9101
Washington, DC 20590
Telephone: (202) 366-8922
Email: Darren.brown@fta.dot.gov

The FTA's web site is: <http://www.fta.dot.gov>



Data regarding FTA grants made to specific local transit agencies can be obtained from the following FTA Regional Civil Rights Officers:

- Region I

(ME, VT, NH, MA, RI, CT)
Ms. Margaret Griffin
Transportation Systems Center
55 Broadway, Suite 920
Cambridge, MA 02142 -1093
Telephone: (617) 494-1378
Fax: (617) 494-2865
Email: margaret.griffin@fta.dot.gov

- Region II

(NY, NJ)
Mr. John Prince
One Bowling Green, Room 429
New York, New York 10004
Telephone: (212) 668-2204
Fax: (212) 668-2136
Email: john.prince@fta.dot.gov

- Region III

(PA, MD, DE, VA, WV)
Ms. Deborah Haines
1760 Market Street, Suite 500
Philadelphia, PA 19103-4124
Telephone: (215) 656-7255
Fax: (215) 656-7260
Email: deborah.haines@fta.dot.gov

- Region IV

(KY, TN, NC, SC, GA, AL, MS, FL)
Mr. Frank Billue
61 Forsyth Street, S.W., Suite 17T50
Atlanta, GA 30303-8917
Telephone: (404) 562-3528
Fax: (404) 562-3505
Email: frank.billue@fta.dot.gov

- Region V

(MN, WI, MI, OH, IN, IL)
Mr. Dwight Sinks
200 W. Adams, Suite 320
Chicago, IL 60606
Telephone: (312) 353-2789
Email: dwight.sinks@fta.dot.gov

- Region VI

(NM, TX, OK, AR, LA)
Mr. William Jones
819 Taylor St., Rm. 8A36
Fort Worth, Texas 76102
Telephone: (817) 978-0558
Fax: (817) 979-0575
Email: william.jones@fta.dot.gov

- Region VII

(NE, IA, KS, MO)
Vacant
901 Locust St
Suite 404
Kansas City, MO 64106
Telephone: (816) 329-3938

- Region VIII

(CO, UT, WY, SD, ND, MT)
Ms. Rebecca Tanrath
Columbine Place, Suite 650
216 Sixteenth Street
Denver, CO 80202-5120
Telephone: (303) 844-3221
Fax: (303) 844-4217
Email: rebecca.tanrath@fta.dot.gov

- Region IX

(CA, NV, AZ, HI)
Mr. Derrin Jourdan
201 Mission Street, Suite 2210
San Francisco, CA 94105-1839
Telephone: (415) 744-3133
Fax: (415) 744-2726
Email: derin.juordan@fta.dot.gov

- Region X

(AK, WA, OR, ID)
Mr. Herman Payton
Jackson Federal Building
915 Second Avenue, Suite 3142
Seattle, WA 98174-1002
Telephone: (206) 220-7954
Fax: (206) 220-7959
Email: herman.payton@fta.dot.gov



Maritime Administration (MARAD)

The Maritime Administration (MARAD) is responsible for promoting, developing, and maintaining a U.S. Merchant Marine capable of meeting the nation's shipping needs for both domestic and foreign commerce and the national security. MARAD assists the maritime community in the areas of ship design and construction, development of advanced transportation systems, and promotion of the use of U.S. flag vessels.

In administering provisions of the Merchant Marine Act of 1970, MARAD actively engages in such key maritime areas as financial assistance, operations, commercial development, and manpower development. MARAD also operates the U.S. Merchant Marine Academy at Kings Point, New York. In addition, MARAD maintains a National Defense Reserve Fleet of merchant ships in three anchorages in the U.S.: James River, Virginia; Beaumont, Texas; Suisun Bay, California; and at various outport locations throughout the continental United States.

The Maritime Administration has contracting requirements for administrative and operational needs at the Washington, DC Headquarters, three Regional offices, the U.S. Merchant Marine Academy, and three reserve fleet sites. The Maritime Administration also has requirements for repair of Government-owned vessels under its control. These repair requirements generally require the bidder to be a holder of, or agree to the terms and conditions of, MARAD's Master Lump Sum Repair Agreement (MLSRA). Interested applicants are required to provide information to prove active engagement in the business of domestic ship repair, alteration, conversion, reconversion of or additions to ships. Information relative to applications is periodically posted on FedBizOpps (formerly known as the Electronic Posting System [EPS]) or may be obtained by contacting the Washington office. Information may be obtained directly from the U.S. Merchant Marine Academy concerning its requirements; individual ship repair and towing requirements information may be obtained from the appropriate regional Contracting Officer; inquiries on other requirements should be directed to the Washington office. Each contracting office maintains its own file of Solicitation Mailing List Applications (SF 129); applicants should transmit a copy to each office of interest.

Maritime Administration
Headquarters Office
 400 7th Street, S.W., Room 7310 +
 Washington, D.C. 20590
 Attn: Office of Acquisition MAR-380
 (202) 366-5757
 Iris Cooper*

Maritime Administration
U.S. Merchant Marine Academy
 Kings Point, New York 11024-1699
 Attn.: Procurement Department
 Furuset Hall, Room 212 +
 (516) 773-5258
 Frank Todesco *

Maritime Administration
Western Region Headquarters
 201 Mission Street, Suite 2200+

San Francisco, CA 94105
 (415) 744-2924
 Jim Bartha *

Maritime Administration
South Atlantic Region
 Building 4D, Room 211 +
 7737 Hampton Blvd
 Norfolk, VA 23505
 (757) 441-3245
 Milton Spears *

Maritime Administration
Central Region Headquarters
 Hale Boggs Federal Building
 501 Magazine Street, Room 1223+
 New Orleans, LA 70130-3394
 (504) 589-2000 ext. 236
 Bruce Lohfink



*** For information regarding simplified acquisitions.**

+ Locations where simplified acquisitions are posted.

Listed below are the supplies and services acquired by all of the Maritime Administration offices, except as noted:

- General Industrial Buildings and Warehouses
- Magnesium Anodes
- Electric Cable
- Wire Rope
- Pumps and Pumping Equipment
- Motors and Generators
- Ship Repairing
- Boat Building and Repairing
- Tugboat Towing Services
- Food Services
- Cleaning and Maintenance **
- Prepackaged Computer Software**
- Computer Processing **
- Data Preparation Services **
- Marine Research and Development/Maritime Industry
- Economic and Market Studies
- Architectural/Marine Engineering Services **

** Washington, DC office only.

Questions related to the administration of small business programs may be directed to the Headquarters representative; specific inquiries related to procurements of an individual field office should be directed to the field small business specialist.

Small Business Specialists:

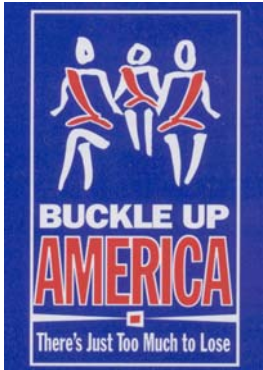
Headquarters	Rita C. Thomas	(202) 366-5757
Western Region	Richard Carter	(415) 744-0271
Central Region	Thomas Bostic	(504) 589-6583
S. Atlantic Region	Glen Spears	(757) 441-3245



National Highway Traffic Safety Administration (NHTSA)

The National Highway Traffic Safety Administration (NHTSA) was established by the Highway Safety Act of 1970 as the successor to the National Highway Safety Bureau, to carry out safety programs under the National Traffic and Motor Vehicle Safety Act of 1966 and the Highway Safety Act of 1966. NHTSA also carries out consumer programs established by the Motor Vehicle Information and Cost Savings Act of 1972, as amended.

NHTSA's mandate is to reduce deaths, injuries, and economic losses resulting from motor vehicle crashes. This is accomplished by setting and enforcing safety performance standards for motor vehicles, and through grants to state and local governments to enable them to organize, develop, and implement their highway safety programs more effectively.



NHTSA investigates safety defects in motor vehicles, sets and enforces fuel economy standards, provides leadership to the states and local communities to reduce the threat of drunk drivers, promotes the use of safety belts, child safety seats and automatic protection, investigates odometer fraud, establishes and enforces vehicle theft regulations, and provides consumer information on motor vehicle safety and the crash worthiness of new cars.

NHTSA also conducts research on driver behavior and traffic safety, and develops the most efficient and effective means of bringing about safety improvements.

NHTSA procures research, development, test and evaluation services aimed at establishing safety standards for motor vehicles in interstate commerce, reducing accidents involving motor vehicles and reducing the deaths and injuries occurring in such accidents.

NHTSA contracts with private industry, educational institutions, and nonprofit organizations for studies involving crash protection, crash avoidance, and crash survivability characteristics of vehicles, and for the test and evaluation of vehicle components and accessories.

All NHTSA procurement activities are administered by its Washington, D.C. headquarters:

Lamont Norwood (SBS)
National Highway Traffic Safety Admin.
Office of Contracts and
Procurement (NAD-30)
400 7th Street, SW, Room 5301A
Washington, D.C. 20590
Telephone: (202) 366-8573
Email: lamont.norwood@nhtsa.dot.gov

Simplified Acquisitions for NHTSA are administered by:

Ms. Janice Flemming, NPO-220
Contracting Officer, Supervisor
400 7th Street, S.W.
Room 5301
Washington, D.C. 20590
(202) 366-9564
Email: janiceflemming@nhtsa.dot.gov

Simplified Acquisition solicitations are posted in Room 5301. The NHTSA's web site is:
<http://www.nhtsa.dot.gov/>.



Research and Special Programs Administration (RSPA)

The Research and Special Programs Administration (RSPA) has the responsibility to plan, develop, initiate, and manage programs in all fields of transportation research and development. Particular efforts are made on transportation systems problems, advanced transportation concepts, and on multi-modal transportation. RSPA also develops and maintains vital statistics and a related transportation information database.

RSPA is composed of the Office of Hazardous Materials Safety, the Office of Pipeline Safety, the Office of Research Technology and Analysis - composed in part by the Volpe National Transportation Systems Center, the Office of Emergency Transportation and the Transportation Safety Institute.

The Volpe National Transportation Systems Center, <http://www.volpe.dot.gov>, located in Cambridge, Massachusetts, is the Department's multimodal research facility. The Volpe Center develops integrated system approaches to critical transportation issues, particularly those that cut across multiple modes of transportation. The Volpe Center does not receive funding via "line-items" in the federal budget; rather it is funded entirely by its customers. Customers include the Department of Transportation and other government departments and agencies. The Volpe Center serves as a bridge between Federal, state, and local levels of government, private industry and academia. The Volpe Center is structured to encourage creative exchanges that lead to innovative and cross-disciplinary solutions to complex transportation problems.

The Transportation Safety Institute designs and conducts training programs responsive to the requirements of Government and industry as expressed by the Operating Administrations of the Department.

One of RSPA's most important responsibilities is to assure the continued, smooth operation of the nation's civil transportation system in the event of an emergency, including preventing service disruptions caused by national disasters or man-made crises, and facilitation of transportation in support of mobilization. This program, conducted by RSPA's Office of Emergency Transportation, includes the development and implementation of plans and procedures covering the entire spectrum of emergency preparedness.

The Office of University Research and Education provides a central point of contact for the Department with the academic community. Its purpose is to stimulate broad-based university attention to a wide range of transportation issues and problems of intermediate and long-term nature. For information on this program, contact Elaine E. Joost, Director, on (202) 366-5442.

The RSPA procurement offices are:

Research and Special Programs
Administration
Office of Management & Administration
Acquisition and Management Division,
DMA-30
400 7th Street, S.W., Room 7108
Washington, D.C. 20590
Telephone: (202) 366-5180

***RSPA/Volpe National Transportation
Systems Center:***

Mr. David Scali, Chief
Acquisition Management Division
DTS-85
Building #4, Room 250
55 Broadway
Kendall Square
Cambridge, MA 02142-1093
Telephone: (617) 494-2042
Email: scali@volpe.dot.gov



The Small Business Specialist and Simplified Acquisitions contact for RSPA Headquarters is:

Mr. Nauman Ansari
Research and Special Programs Administration
Office of Management and Administration
Contracts and Procurement Division, DMA-30
400 7th Street SW, Room 7104
Washington, DC 20590
Telephone: (202) 366-4429
Email: nauman.ansari@rspa.dot.gov

The Small and Disadvantaged Business Utilization Liaison Officer at RSPA/Volpe Center is:

Ms. Laura A. Dionne, DTS-853
Procurement Analyst/Small Business Liaison
US Department of Transportation
Volpe Center, Kendall Square
Building #4, Room 2103
55 Broadway
Cambridge, MA 02142
Telephone: (617) 494-2389
Email: dionne@volpe.dot.gov

Simplified Acquisitions for RSPA/Volpe National Transportation Systems Center are administered by:

Simplified Acquisition solicitations are posted in Room 2105, Building 4 of the Volpe Transportation Systems Center URL address <http://www.volpe.dot.gov/procure/current.html>

Mr. Orrin Cook, DTS-852
RSPA/Volpe National Transportation Systems Center
Contracts and Business Processes Branch, DTS-852
Building #4, Room 295A
55 Broadway
Kendall Square
Cambridge, MA 02142-1093
Telephone: (617) 494-2593
Email: cook@volpe.dot.gov

Other RSPA/Volpe National Transportation Systems Center Contacts:

Mr. Frank Tupper, Director
Transportation Safety Institute
P.O. Box 25082
Attn.: DTI-1
Oklahoma City, OK 73125-5050
Telephone: (405) 954-3153
Email: frank.tupper@rspa.dot.gov

Ms. Linda Gulley, Associate Director
Telephone: (405) 954-7312
AHN: DTI-2
Email: linda.gulley@tsi.jccbi.gov



Saint Lawrence Seaway Development Corporation (SLSDC)

The Saint Lawrence Seaway Development Corporation (SLSDC) is a wholly owned government enterprise responsible for the construction, development, operation, and maintenance of that part of the Seaway within the territorial limits of the United States.

SLSDC procures various types of lock operating equipment, navigation aids, heavy construction equipment, and maintenance parts and materials.

Procurements also include professional services, research projects, construction, development, testing, and demonstration projects and studies.

A firm interested in doing business with SLSDC should direct its inquiries to:

Saint Lawrence Seaway Development Corporation
Ms. Linda M. Harding, Contracting Officer
180 Andrews Street
Post Office Box 520
Massena, New York 13662-0520
Telephone: (315) 764-3244
Fax: (315) 764-3268
Email: linda.harding@sls.dot.gov

Simplified Acquisitions:

Ms. Monique Burnham, Purchasing Agent
Telephone: (315) 764-3252
Email: monique.burnham@sls.dot.gov



Bureau of Transportation Statistics (BTS)

Bureau of Transportation Statistics (BTS) is required by the Intermodal Surface Transportation Act (ISTWA) of 1999 to improve the knowledge base for public decision-making, and to improve awareness of the Nation's transportation system and its consequences. BTS compiles, analyzes, and makes accessible information of the Nation's transportation systems; collects information on intermodal transportation and other areas as needed; and works to enhance the quality and effectiveness of government statistics. BTS is a statistical agency, a mapping agency, and an organization for transportation analysis. No other Federal agency combines these activities under one roof.

As a statistical agency, BTS is involved in data collection, quality assurance, and dissemination of statistical products. Since transportation exists to overcome geography, BTS is also a mapping agency involved in geographic data and geographic information systems (GIS) technology. BTS does not centralize DOT's many statistical and mapping programs, but rather develops bridges for those programs to provide a complete, accurate picture of transportation.

BTS procures a variety of supplies and services to fulfill its mission which includes, but is not limited to, information technology hardware and software; database programming; local economic and travel pattern analysis; products development and distribution.

BTS' procurement and grant services are provided by OST's Acquisition Services Business. BTS' solicitations may be posted on FedBizOpps (formerly known as the Electronic Posting System [EPS]) - <http://www.eps.gov>. For more information on BTS, please visit: <http://www.bts.dot.gov>

***The following individuals are responsible
for generating and managing the
procurement requirements for BTS:***

Mr. Jeff Butler
Assistant Director, Office of Statistics and
Computing
400 Seventh Street, S.W., Room 3430
Washington, DC 20590
Telephone: (202) 366-9259
Fax: (202) 366-3640
Email: jeff.butler@ost.dot.gov

The Small Business Specialist for BTS is:

Ms. Cynthia Blackmon
U.S. Department of Transportation, SVC-180
400 Seventh Street, S.W., Room 5106
Washington, DC 20590
Telephone: (202) 366-4968
Fax: (202) 366-9848
Email: cyndy.blackmon@ost.dot.gov



Surface Transportation Board (STB)

The Surface Transportation Board was established January 1, 1996, by the Interstate Commerce Commission (ICC) Termination Act of 1995. While STB is formally part of the US Department of Transportation, it is an independent adjudicatory body responsible for the economic regulation of interstate surface transportation, primarily railroads, within the United States. The STB's mission is to ensure that competitive, efficient, and safe transportation services are provided to meet the needs of shippers, receivers, and consumers.

STB procures a variety of supplies and services to fulfill its mission. STB's procurement services are provided by OST's Acquisition Services. STB's solicitations may be posted on FedBizOpps (formerly known as the Electronic Posting System [EPS]) at <http://www.eps.gov>. For additional information on STB, please visit <http://www.stb.dot.gov>

***The following individual is responsible
for generating and managing the
procurement requirements for STB:***

Mr. Tony Jacobik, Financial Manager
1925 K Street, NW, Suite 890
Washington, DC 20423
Telephone: (202) 565-1713

The Small Business Specialist for STB is:

Ms. Cynthia Blackmon
U.S. Department of Transportation, SVC-180
400 Seventh Street, S.W., Room 5106
Washington, DC 20590
Telephone: (202) 366-4968
Fax: (202) 366-9848
Email: cyndy.blackmon@ost.dot.gov



Office of the Secretary of Transportation (OST)

To meet the challenges of the 21st century, the US Department of Transportation (DOT) is preparing to face global markets, environmental challenges, transnational security threats, and a communications and an information revolution. To this end, the Office of the Secretary (OST) continues to develop transportation and transportation-related programs and policies to ensure that DOT's mission is met. DOT's mission is to:

Serve the United States by ensuring a fast, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people, today and into the future.

The Office of the Secretary procures supplies and services, such as: information technology hardware, software and services; telecommunication hardware, software, and services; drug and alcohol collection awareness/analysis services; small business assistance and awareness services; transportation policy analysis; and finance related services; etc.

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